

COUNCIL PRESENT:

Reeve Tom S. Hougham  
Division 1 Leonard Larre  
Division 2 Carri Zeller  
Division 3 Owen Fischer  
Division 4 Ronald Gory via electronic means @ 1:11 p.m.  
Division 5 Gay Noeth  
Division 6 Evan Priest

STAFF PRESENT:

Allison Roschker, Chief Administrative Officer  
Vanessa Nasby, Administrative Assistant  
Aaron Neilly, Infrastructure Manager @ 9:30 a.m.

DELEGATES:

Staff Sergeant Ken Burnouf, Turtleford RCMP @ 11:03 a.m.  
Constable Erik Sibrian, Turtleford RCMP @ 11:03 a.m.  
Chandra Reilly, with SAMA @ 1:58 p.m.  
Lauren Salzl, with SAMA @ 1:58 p.m.

CALLED TO ORDER:

9:00 a.m. The Regular Meeting was called to order by Reeve Hougham.

1-1 MARCH 27, 2024 AGENDA ADDITIONS:

2024-03-27-001 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves adding the following to the March 27, 2024 Agenda:

- 13-10 Policies
- 13-11 Zoning Bylaw

Carried

1-1 MARCH 27, 2024 AGENDA:

2024-03-27-002 ZELLER: That the R.M. of Frenchman Butte No. 501 Council approves the March 27, 2024 Agenda to be used as a guideline.

Carried

2-1 MARCH 6, 2024 MINUTES:

2024-03-27-003 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves the March 6, 2024 minutes as presented.

Carried

5-1 PAYROLL- PP2024-06:

2024-03-27-004 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **February 25, 2024 – March 9, 2024 and Council Remuneration for February 2024. Authorization #431 direct deposit dated March 15, 2024, totaling \$35,947.30.**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix A Salaries and Wages February 25, 2024 – March 9, 2024.**

Carried


5-2 PAYROLL- PP2024-07:

2024-03-27-005 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **March 10, 2024 – March 23, 2024. Authorization #432 direct deposit dated March 28, 2024, totaling \$30,627.42.**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix B Salaries and Wages March 10, 2024 – March 23, 2024.**

Carried

  
Reeve

  
CAO

5-3 ACCOUNTS – MARCH 27, 2024:

2024-03-27-006 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the following payments dated March 27, 2024.

- **Cheques 32198 to 32238** **Totaling \$107,404.11**

Carried

9:30 a.m. Aaron Neilly entered Council Chambers to discuss Public Works Report.

6-2 AWARD TENDER FOR PERCH LAKE SOUTH ACCESS CHIP SEAL PROJECT 2024A:

2024-03-27-007 LARRE: Whereas, the Rural Municipality of Frenchman Butte No. 501 issued a Request for Bids (RFB) on February 15, 2024, seeking competitive bids for the double Chip Seal of approximately 2.15 kilometers of Perch Lake South Access on TWP 532 from Highway 21N to 2.15 km West, with the project completion required before October 15, 2024; and **Whereas**, the RFB outlined the option for contractors to submit bids for the double Chip Seal project with two options: Option 1, where the chip aggregate is supplied by the contractor, and Option 2, where the chip aggregate is supplied by the Rural Municipality (RM); and **Whereas**, after a thorough evaluation process, Diamond Asphalt Repair has submitted the most competitive bid for Option 2, offering an all-inclusive cost per kilometer (+ applicable tax) amounting to \$63,895.00; and **Whereas**, the bid from Diamond Asphalt Repair for Option 2 meets all the criteria and requirements set forth in the RFB, including the provision of necessary equipment and labor, without including aggregate, thereby aligning with the RM's preference and budget considerations; **Be it resolved that**, the Council of the Rural Municipality of Frenchman Butte No. 501 hereby awards the tender for the Perch Lake South Access Chip Seal Project 2024A to Diamond Asphalt Repair for Option 2, at the all-inclusive cost per kilometer (+ applicable tax) of \$63,895.00; **Further resolved**, that the RM's Manager of Infrastructure Services is authorized to proceed with the formalization of the contract with Diamond Asphalt Repair, ensuring all necessary insurance, safety policies, and regulatory compliance are met as per the terms and conditions outlined in the RFB.

Carried

10:52 a.m. Aaron Neilly left Council Chambers.

RECESS MEETING:

2024-03-27-008 ZELLER: That the R.M. of Frenchman Butte No. 501 Council recess  
10:52 a.m. for a break.

Carried

RECONVENED MEETING:

11:03 a.m. The Regular Meeting of Council was reconvened by Reeve Hougham.  
11:03 a.m. Staff Sergeant, Ken Burnouf and Constable, Erik Sibrian entered Council Chambers  
11:47 a.m. Staff Sergeant, Ken Burnouf and Constable, Erik Sibrian left Council Chambers.

13-4 RCMP MONTHLY REPORT:

2024-03-27-009 ZELLER: That the R.M. of Frenchman Butte No. 501 Council acknowledges the January - March 2024 Enhanced Officer Report as presented by Staff Sergeant, Ken Burnouf.

Carried

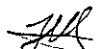
RECESS MEETING:

2024-03-27-010 ZELLER: That the R.M. of Frenchman Butte No. 501 Council recess  
12:21 p.m. for a break.

Carried

RECONVENED MEETING:

1:05 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.  
1:11 p.m. Councillor Gory joined Council Meeting via electronic means.

  
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Reeve

  
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6-1 STAFF/COMMITTEE REPORTS:

2024-03-27-011 LARRE: That the R.M. of Frenchman Butte No. 501 Council acknowledges written and verbal reports by Chief Administrative Officer, Allison Roschker and Infrastructure Manager, Aaron Neilly. Carried

IN-CAMERA:

2024-03-27-012 NOETH: 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  
1:43 p.m.

OUT-OF-CAMERA:

2024-03-27-013 PRIEST: That the R.M. of Frenchman Butte No. 501 Council rises from the in-camera discussion. Carried  
1:58 p.m.

1:58 p.m. Chandra Reilly and Lauryn Salzl with SAMA entered Council Chambers.  
2:00 p.m. Crystal Schaan entered Council Chambers.  
3:27 p.m. Councillor Fischer left Council Chambers.

RECESS MEETING:

2024-03-27-014 LARRE: That the R.M. of Frenchman Butte No. 501 Council recess for a break. Carried  
3:28 p.m.

RECONVENED MEETING:

3:37 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.  
3:40 p.m. Councillor Fischer entered Council Chambers.  
3:43 p.m. Councillor Gory disconnected and left Council Chambers.

EXTEND MEETING:

2024-03-27-015 LARRE: That the R.M. of Frenchman Butte No. 501 Council extend meeting. Carried Unanimously

5:02 p.m. Crystal Schaan left Council Chambers.  
5:04 p.m. Chandra Reilly and Lauryn Salzl left Council Chambers.

13-10.1 HAMLET OF FRENCHMAN BUTTE PUBLIC NOTIFICATION POLICY 2024-001:

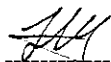
2024-03-27-016 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the 2024-001 Hamlet of Frenchman Butte Public Notification Policy and a copy is attached to and forms part of these minutes. Carried


13-10.2 HAMLET OF FRENCHMAN BUTTE BOARD MEETING PROCEDURES POLICY 2024-002:

2024-03-27-017 PRIEST: That the R.M. of Frenchman Butte No. 501 Council approves the 2024-002 Hamlet of Frenchman Butte Board Meeting Procedures Policy and a copy is attached to and forms part of these minutes. Carried

13-10.3 HAMLET OF FRENCHMAN BUTTE HAMLET BOARD ELECTION PROCEDURE POLICY 2024-003:

2024-03-27-018 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the 2024-003 Hamlet of Frenchman Butte Hamlet Board Election Procedure Policy and a copy is attached to and forms part of these minutes. Carried

  
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Reeve

  
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CAO

13-10.4 HAMLET OF FRENCHMAN BUTTE FILLING OF VACANCIES ON ORGANIZED HAMLET BOARDS PROCEDURE POLICY 2024-004:

2024-03-27-019 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves the 2024-004 Hamlet of Frenchman Butte Filling of Vacancies on Organized Hamlet Boards Procedure Policy and a copy is attached to and forms part of these minutes.

Carried

13-10.5 HAMLET OF FRENCHMAN BUTTE DISQUALIFICATION OF ORGANIZED HAMLET BOARD MEMBERS POLICY 2024-005:

2024-03-27-020 ZELLER: That the R.M. of Frenchman Butte No. 501 Council approves the 2024-005 Hamlet of Frenchman Butte Disqualification of Organized Hamlet Board Members Policy and a copy is attached to and forms part of these minutes.

Carried

13-10.6 HAMLET OF FRENCHMAN BUTTE DUTIES OF ORGANIZED HAMLET BOARD SECRETARY POLICY 2024-006:

2024-03-27-021 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the 2024-006 Hamlet of Frenchman Butte Duties of Organized Hamlet Board Secretary Policy and a copy is attached to and forms part of these minutes.

Carried

13-10.7 HAMLET OF FRENCHMAN BUTTE REMUNERATION OF ORGANIZED HAMLET BOARD MEMBERS POLICY 2024-007:

2024-03-27-022 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves the 2024-007 Hamlet of Frenchman Butte Remuneration of Organized Hamlet Board Members Policy and a copy is attached to and forms part of these minutes.

Carried

13-2 TAX ABATEMENT ROLL # 10368 000:

2024-03-27-023 PRIEST: 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 \$8.14; School Tax \$1.78 for a total of \$9.92 in regards to Roll # 10368 000; PT SW 04-52-24W3 Plan A 80B04740.

Carried

13-3 T.L.E. TRUST FUND:

2024-03-27-024 PRIEST: That the R.M. of Frenchman Butte No. 501 Council acknowledges the T.L.E. report with the percentage factor to remain at 90%.

Carried

6-1 ROAD ALLOWANCE DEVELOPMENT TWP 514 :

2024-03-27-025 LARRE: That the R.M. of Frenchman Butte No. 501 Council authorizes the Reeve to send letters to Leon Hougham and David Puech regarding Road Allowance Development on TWP 514.

Carried

14-1 CORRESPONDENCE – MARCH 27, 2024:

2024-03-27-026 ZELLER: That the R.M. of Frenchman Butte No. 501 Council accepts the March 27, 2024 correspondence as information to be filed as presented to Council, outlined in Appendix C.

Carried

5:49 p.m.

Vanessa Nasby left Council Chambers.

5:49 p.m.

Councillor Evan Priest left Council Chambers.

15-1 ADJOURNMENT:

2024-03-27-027

LARRE: That the R.M. of Frenchman Butte No. 501 Council adjourns this Regular Meeting of Council at 6:10 p.m.

Carried

  
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Reeve

  
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Chief Administrative Officer

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
CAO

Policy Name:	<b>Hamlet of Frenchman Butte PUBLIC NOTIFICATION</b>			
Policy Number:	2024-001			
	Motion No	Date	Chair	Secretary
Adopted:	2.a.	February 26, 2024	Josh Evans	Heather Evans
Amended:				

For the purpose of this policy, resident is defined in *The Municipalities Regulations* as:

Section 22.1(1)(b) 'resident' means an individual who:

- (i) resides in the organized hamlet for at least 3 consecutive months in the year preceding the annual general meeting;
- or
- (ii) owns property in the organized hamlet.

Notice shall be given to residents of the Organized Hamlet in relation to the following:

1. Hamlet Board meeting dates, time and location
2. Annual General Meeting date, time and location
3. Hamlet Board Policies
4. Hamlet Board Minutes
5. Board Member Election Results

**Manner of Providing Notice**

1. Notice of Annual General Meeting and Hamlet Board meetings shall be posted at least fourteen days before the meeting.
  - a. The notice shall be posted at the Hamlet Post Office Community Board, on the RM website and may be distributed electronically to those residents that have chosen to receive e-mail notifications.
  - b. Notice of a Board meeting change shall be posted a minimum of seven days in advance.
2. Draft Board Minutes shall be submitted to the RM for public inspection within 10 days following the meeting.
3. Hamlet Policies shall be submitted to the RM for public inspection and posted on the RM website following their approval by the Hamlet Board.
4. Board Member Election results, shall be posted on the RM's website within four days after the Annual General Meeting.









Policy Name:	<b>Hamlet of Frenchman Butte BOARD MEETING PROCEDURES</b>			
Policy Number:	2024-002			
	Motion No	Date	Chair	Secretary
Adopted:	2.b.	February 26, 2024	Josh Evans	Heather Evans
Amended:				

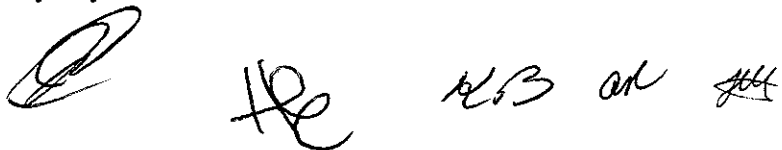
For the purpose of this policy, resident is defined in *The Municipalities Regulations* as:

Section 22.1(1)(b) 'resident' means an individual who:

- (i) resides in the organized hamlet for at least 3 consecutive months in the year preceding the annual general meeting;
- or
- (ii) owns property in the organized hamlet.

Hamlet Boards shall meet under the following conditions:

1. The Hamlet Board shall hold regular meetings according to the dates, times and locations determined by the board not less than four times per year. The Hamlet Board shall ensure that the time between regularly scheduled meetings does not exceed 120 days. Following the Annual General Meeting the members shall determine a schedule of Board Meeting dates, time and location for the ensuing year.
2. The Hamlet Board shall provide notice of Board meetings to the residents by submitting to the RM for posting on the website and by posting in one conspicuous location within the Hamlet as well as electronically to those residents that have chosen to receive e-mail notifications.
3. All three members of the Board must be provided a minimum of 7 days' notice of a meeting date, time and location change, unless the Board unanimously agrees to waive the notice period. Notice of changes to meeting dates, times or locations must be provided to the residents in the manner outlined in Section 2 a minimum of seven days prior to meeting date.
4. Upon request, the Hamlet Board shall provide a copy of the meeting agenda to any resident.
5. An individual may introduce communication to the Board for their consideration that clearly sets out the matter at issue and their request. Such communication must contain the contact information of the writer and be signed by the writer or, in the case of electronic communication, must contain the name of the writer and both mailing and electronic address of the writer. The individual may attend the board meeting in person or by electronic means.
6. Two members of the Board are required for quorum.
7. One or more members of the Board may participate in a Board meeting by electronic means.
8. No resolutions may be passed during a closed session.
9. Resolutions are carried by majority.



10. The Hamlet Board Chair shall prepare the agenda and reports and have them delivered via e-mail to the Board members a minimum of 5 days prior to a meeting.
11. The RM Council acts only on resolutions passed by a Hamlet Board. The RM Council will debate and decide on recommendations of the Hamlet Board by resolution.
12. The Hamlet Board chair will be the official spokesperson for the Hamlet and will be responsible for communications with the Reeve, Local Police Chief, Division Councillor, Chief Administrative Officer, and Foreman, or any of their delegates, unless a different Board member is specifically assigned by Hamlet Board resolution to communicate with one or more of the aforementioned municipal authorities.
13. The secretary of the Hamlet Board shall ensure that minutes are taken at all Hamlet Board meetings and every annual meeting and adopted at the subsequent meeting.
14. Within 10 days after a meeting of the Hamlet Board, the secretary of the Hamlet Board shall transmit to the Chief Administrative Officer (CAO) of the RM a draft copy of the minutes of the meeting, and the RM shall make the minutes available for public inspection.
15. The minutes of all Hamlet Board meetings shall be open to inspection at the annual general meeting.

## MEETING MINUTES

1. All Board minutes must contain: the name of the meeting, the time it was called to order, the time it was adjourned and the location at which the meeting was conducted. The minutes should also contain the names of the people in attendance, the name of the person who chaired the meeting, the name of the secretary taking minutes as well as the mover and seconder of motions and resolutions.
2. All minutes are legal documents and must be kept safe and secure both by the RM office and by the Hamlet's secretary. A paper or electronic copy shall be kept by the Hamlet Board secretary, and an electronic copy shall be kept at the RM office.
3. The minutes will be marked DRAFT until they are adopted.
4. Any member at a Board meeting may make a motion amending the minutes to correct any mistakes and to subsequently adopt the minutes.

## RECORDS

1. The Board shall ensure the following records are available for inspection by any resident of the Organized Hamlet:
  - a. Hamlet Board minutes;
  - b. Annual General Meeting minutes;
  - c. Hamlet reports;
  - d. RM reports;
  - e. Budgets;
  - f. Hamlet policies;
  - g. Hamlet procedures, and
  - h. any RM policies or procedures pertaining to Hamlets.

These records must be available for viewing by residents at the Annual Meeting.

*AK* *AK*



Policy Name:	<b>Hamlet of Frenchman Butte HAMLET BOARD ELECTION PROCEDURE</b>			
Policy Number:	2024-003			
	Motion No	Date	Chair	Secretary
Adopted:	2.c.	February 26, 2024	Josh Evans	Heather Evans
Amended:				

For the purpose of this policy, resident is defined in *The Municipalities Regulations* as:

Section 22.1(1)(b) 'resident' means an individual who:

- (i) resides in the organized hamlet for at least 3 consecutive months in the year preceding the annual general meeting;
- or
- (ii) owns property in the organized hamlet.



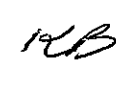


Nomination to be elected to the Hamlet board shall occur under the following conditions:

1. Notice of the requirement for nomination of a board member will be posted in conjunction with providing notice of the Annual General Meeting.
2. Nominations must be received by the Secretary of the Hamlet Board a minimum of five (5) days in advance of the Annual General Meeting detailing the following:
  - a. Nominator's name and address;
  - b. Name of candidate to be nominated and address;
  - c. Candidate's acceptance of nomination;
  - d. Proof of residency or eligibility to vote.

Any resident of the Hamlet is eligible to be nominated to serve on the Hamlet Board other than candidates that do not qualify under *The Elections Act* or *The Municipalities Act* or employees of the municipality.

3. Nominations may be submitted in writing to the Secretary of the Board or by electronic means. In the absence of a presiding Secretary of the Board, nominations may be submitted to the Chair of the Board.
4. Nomination of a candidate may also be presented at the Annual General Meeting by the placement of a motion onto the floor for discussion.
5. Only those voters present at the Annual General Meeting will be eligible to vote.

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6. Voting may be by secret ballot, show of hands or by standing, as determined by the Board during the course of the meeting.
7. Ballots will be counted by a minimum of two voters of the Hamlet chosen by resolution.
8. Results of the vote must be announced at the meeting in which the vote was conducted.
9. The official results of the vote, including number of votes cast for each nominee, will be submitted to the RM and posted on the RM website no later than five days after the annual general meeting. Results will be delivered via e-mail to the residents of the Hamlet who have provided an email address to the Board Members.

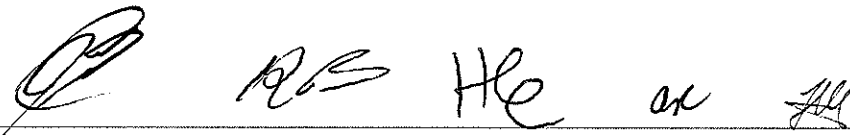
Policy Name:	<b>Hamlet of Frenchman Butte FILLING OF VACANCIES ON ORGANIZED HAMLET BOARDS PROCEDURE</b>			
Policy Number:	2024-004			
	Motion No	Date	Chair	Secretary
Adopted:	2.d.	February 26, 2024	Josh Evans	Heather Evans
Amended:				

For the purpose of this policy, resident is defined in *The Municipalities Regulations* as:

Section 22.1(1)(b) 'resident' means an individual who:

- (i) resides in the organized hamlet for at least 3 consecutive months in the year preceding the annual general meeting;
- or
- (ii) owns property in the organized hamlet.

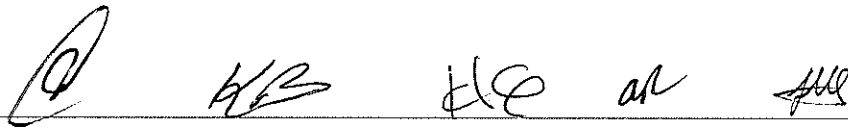
1. If a vacancy of a Board member occurs by reason of a member's death, resignation or disqualification, the vacancy shall remain until the next Annual General Meeting to fill the unexpired term of the member being replaced.
2. If two or more vacancies occur in the membership of the Hamlet Board by reason of death, resignation, disqualification or otherwise:
  - a) the Hamlet Board shall call a meeting of the residents of the Organized Hamlet for the purpose of filling the vacancies for the unexpired term of the members being replaced; or
  - b) if no board members remain, the Chief Administrative Officer of the RM shall call and chair an annual general meeting of the residents of the Organized Hamlet for the purpose of filling the vacancies for the unexpired terms of the members being replaced.



Policy Name:	<b>Hamlet of Frenchman Butte DISQUALIFICATION OF ORGANIZED HAMLET BOARD MEMBERS</b>			
Policy Number:	2024-005			
	Motion No	Date	Chair	Secretary
Adopted:	2.e.	February 26, 2024	Josh Evans	Heather Evans
Amended:				

1. A member of an Organized Hamlet Board is disqualified from the Board if the member:
  - a) is absent from 3 consecutive board meetings;
  - b) is convicted while serving on the Hamlet Board:
    - i. of an offence punishable by imprisonment for 5 years or more; or
    - ii. of an offence pursuant to Section 123,124 or 125 of the *Criminal Code*;
  - c) becomes an employee of the municipality; or
  - d) ceases to be a voter of the Organized Hamlet.
2. Any member of an Organized Hamlet Board who is disqualified from the Board must resign from the Board immediately.
3. Any member of an Organized Hamlet Board who is disqualified from the Board shall immediately deliver all books, vouchers, papers, monies, records, keys, equipment or any other items belonging to the Organized Hamlet currently in their possession to any other member of the Organized Hamlet Board, or to the office of the Rural Municipality.

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Policy Name:	<b>Hamlet of Frenchman Butte DUTIES OF ORGANIZED HAMLET BOARD SECRETARY</b>			
Policy Number:	2024-006			
	Motion No	Date	Chair	Secretary
Adopted:	2.f.	February 26, 2024	Josh Evans	Heather Evans
Amended:				

For the purpose of this policy, resident is defined in *The Municipalities Regulations* as:

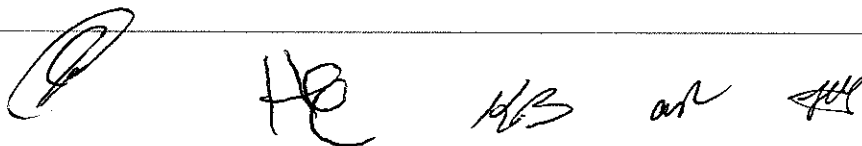
Section 22.1(1)(b) 'resident' means an individual who:

- (i) resides in the organized hamlet for at least 3 consecutive months in the year preceding the annual general meeting;
- or
- (ii) owns property in the organized hamlet.

The duties of the Hamlet Board Secretary shall be:

- 1) Attend all Board Meetings.
- 2) As per *The Municipalities Regulations*, the Hamlet Board Secretary is required to record and keep minutes for all meetings.
- 3) Maintain a paper or virtual Minute Book and keep all documents safe and secure. Ensure that the Minute Book is available for viewing by the residents at the Annual General Meeting.
- 4) Within 10 days after a meeting of the Hamlet Board, transmit to the Chief Administrative Officer (CAO) of the RM a draft copy of the minutes of the meeting.
- 5) Provide notice of Regular Meeting schedules, changes to Regular Meeting Schedules, and Annual Meeting notices as prescribed within the Organized Hamlet Public Notification Policy.
- 6) Provide a copy of the meeting agenda to any resident upon request
- 7) Accept communications to the Board from residents and provide copies of communications to all Board Members.
- 8) In conjunction with the Chair, co-ordinate and distribute communications to the residents that have opted to receive e-mail notification from the Hamlet Board.

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Policy Name:	<b>Hamlet of Frenchman Butte REMUNERATION OF ORGANIZED HAMLET BOARD MEMBERS</b>			
Policy Number:	2024-007			
	Motion No	Date	Chair	Secretary
Adopted:	2.g.	February 26, 2024	Josh Evans	Heather Evans
Amended:				

For the purpose of this policy, resident is defined in *The Municipalities Regulations* as:

Section 22.1(1)(b) 'resident' means an individual who:

- (i) resides in the organized hamlet for at least 3 consecutive months in the year preceding the annual general meeting;
- or
- (ii) owns property in the organized hamlet.

Board members may claim an hourly compensation for the following attendances:

Annual General Meeting	\$ 25 per hour
Board Meetings	\$ 25 per hour
Training Sessions provided by the RM	\$ 25 per hour

Compensation for the following activities undertaken by Board Members or residents of the Hamlet may be claimed at the following rates:

Installation and removal of water systems	\$ 25 per hour
Equipment operation (i.e.: grass cutting and small equipment)	\$ 25 per hour
Equipment operation (i.e.: snow removal and large equipment)	\$ 80 per hour

Board Members or residents will be required to fill out an Expense Claim Form listing dates and duties provided. The form should be submitted to the RM office with approval from the Board Members being provided by way of a signed invoice. Expense claim forms submitted by a Board Member, must be signed by two members of the Board.

