

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 @ 9:48 a.m.
Aaron Neilly, Infrastructure Manager @ 9:48 a.m.

CALLED TO ORDER:

9:04 a.m. The Regular Meeting was called to order by Reeve Hougham.

1-1 MAY 8, 2024 AGENDA ADDITIONS:

2024-05-08-001 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves adding the following to the May 8, 2024 Agenda:

- 9-3 ASL Road Maintenance Agreement

Carried

1-1 MAY 8, 2024 AGENDA:

2024-05-08-002 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the May 8, 2024 Agenda to be used as a guideline.

Carried

2-1 APRIL 24, 2024 MINUTES:

2024-05-08-003 ZELLER: That the R.M. of Frenchman Butte No. 501 Council approves the April 24, 2024 minutes as presented.

Carried

4-1 APRIL 2024 BANK RECONCILIATION:

2024-05-08-004 NOETH: That the R.M. of Frenchman Butte No. 501 Council acknowledges the April 2024 month end Bank Reconciliation balances as follows:

Chequing Account Operating	\$ 10,566,224.79
St. Walburg Health Account	\$ 2,358.71
Turtleford Health Account	\$ 8,168.90
Online Banking Account	\$ 12,199.16
Term Deposits (5.2% Expiring 31-Dec-25)	\$ 596,423.93
Total Cash in Bank as of April 30, 2024	\$ 11,185,375.49
Petty Cash	\$ 200.00
Total Cash and Short-Term Investments	\$ 11,185,575.49

Carried

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

2024-05-08-005 ZELLER: That the R.M. of Frenchman Butte No. 501 Council acknowledges the April 30, 2024 month end Statement of Financial Activities – Detailed, which is attached to and forms part of these minutes as Appendix C.


Carried

5-1 PAYROLL- PP2024-10:

2024-05-08-006 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **April 21, 2024 – May 4, 2024. Authorization #435 direct deposit dated May 10, 2024, totaling \$46,968.04**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix A Salaries and Wages April 21, 2024 – May 4, 2024.**

Carried



Reeve



CAO

5-2 COUNCIL REMUNERATION:

2024-05-08-007 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves the electronic payment of April 2024 Council Remuneration for the following amounts less deductions on May 24, 2024:

• Reeve Hougham	\$1,266.40
• Councillor Larre	\$1,236.20
• Councillor Zeller	\$987.50
• Councillor Fischer	\$981.20
• Councillor Gory	\$1,138.20
• Councillor Noeth	\$1,391.10
• Councillor Priest	\$1,090.40

Carried

5-3 ACCOUNTS – MAY 8, 2024:

2024-05-08-008 GORY: That the R.M. of Frenchman Butte No. 501 Council approves the following payments dated May 8, 2024.

• Cheques 32298 to 32344	Totaling	\$191,325.50
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Carried

9:48 a.m. Dan Fedirko and Aaron Neilly entered Council Chambers to discuss Public Works Report.

13-9 AWARD CALCIUM CHLORIDE TENDER:

2024-05-08-009 LARRE: That the Council of the Rural Municipality of Frenchman Butte No. 501 awards the Calcium Chloride Supply & Delivery Tender (2024C) to Go Pack for 2024, 2025, and 2026.

Carried

11:18 a.m. Aaron Neilly and Dan Fedirko left Council Chambers.

RECESS MEETING:

2024-05-08-010 NOETH: That the R.M. of Frenchman Butte No. 501 Council recess
11:18 a.m. for a break.

Carried

RECONVENED MEETING:

11:26 a.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

13-5 HWY NO. 26 SPEED SIGN REQUEST:

2024-05-08-011 ZELLER: That the R.M. of Frenchman Butte No. 501 Council authorizes the extension of the 50 km speed zone to extend East for approximately 300m on HWY 26.

Carried

RECESS MEETING:

2024-05-08-012 PRIEST: That the R.M. of Frenchman Butte No. 501 Council recess
12:05 p.m. for a break.

Carried

RECONVENED MEETING:

1:02 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

6-1 STAFF/COMMITTEE REPORTS:

2024-05-08-013 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

2:46 p.m. Councillor Fischer left Council Chambers due to a conflict of interest in the next Agenda item.


Reeve


CAO

9-2 R.M. CARRIER AGREEMENT:

2024-05-08-014 GORY: That the R.M. of Frenchman Butte No. 501 Council approves the R.M. of Frenchman Butte No. 501 Carrier Agreement between the R.M. of Frenchman Butte No. 501 and Smiley's Septic Services which is attached hereto and forming part of these minutes.

Carried

2:50 p.m. Councillor Fischer entered Council Chambers.

9-3 ROAD MAINTENANCE AGREEMENT 2024-02 – ASL PAVING LTD.:

2024-05-08-015 LARRE: That the R.M. of Frenchman Butte No. 501 Council enters into a *Road Maintenance Agreement 2024-02* with ASL Paving Ltd. for hauling gravel (40,000 tonnes) at speeds not to exceed 60 km per hour from May 8, 2024 to November 14, 2024.

- TWP 542 from Range Road 3251 to Range Road 3252;
- Range Road 3252 from Township Road 542 to Hwy 3.

Carried

12-3 LEVEL 1 FIRE BAN:

2024-05-08-016 PRIEST: That the R.M. of Frenchman Butte No. 501 Council instructs the Chief Administrative Officer to change from a Level 2 Fire Ban to a Level 1 Fire Ban in accordance with Bylaw No. 2021-07 within the boundaries of the R.M. of Frenchman Butte No. 501 effective 5:00 p.m. May 8, 2024.

Carried

13-1 BYLAW 2024-07 A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL AND COUNCIL'S COMMITTEES:

2024-05-08-017 FISCHER: That the R.M. of Frenchman Butte No. 501 Bylaw 2024-07 a Bylaw to Regulate the Proceedings of Municipal Council and Council's Committees, be read a first time.

Carried

13-2 SECRETARY TO THE BOARD OF REVISION 2024 RESIGNATION:

2024-05-08-018 LARRE: That the R.M. of Frenchman Butte No. 501 Council acknowledges the resignation of Vanessa Nasby as the Secretary to the Board of Revision effective May 08, 2024.

Carried

13-2 SECRETARY TO THE BOARD OF REVISION 2023 APPOINTMENT:

2024-05-08-019 ZELLER: That the R.M. of Frenchman Butte No. Council appoints Kara Lindal, from Western Municipal Contracting Ltd., as the Secretary to the Board of Revision, effective May 08, 2024.

Carried

13-3 HAMLET MONTHLY WATER REPORT:

2024-05-08-020 PRIEST: That the R.M. of Frenchman Butte No. 501 Council acknowledges the presentation of the Hamlet of Frenchman Butte Water Treatment Plant Monthly Report for April 2024 and instructs Administration to place a copy of the report on file for future reference.

Carried

13-7 PARADISE HILL SENIOR HAWKS EVENT HOSTING GRANT:

2024-05-08-021 NOETH: That the R.M. of Frenchman Butte No. 501 Council as per motion 2024-01-24-029 award the Paradise Hill Senior Hawks Event Hosting Grant to the in the amount of \$500.00.

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

Carried

RECESS MEETING:

2024-05-08-022 ZELLER: That the R.M. of Frenchman Butte No. 501 Council recess
3:44 p.m. for a break.

Carried



Reeve



CAO

RECONVENED MEETING:

3:52 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

13-10 PUBLIC WORKS 2024 SEASONAL STAFFING:

2024-05-08-023 LARRE: That the R.M. of Frenchman Butte No. 501 Council acknowledges the following 2024 Public Works Seasonal Positions:

- Eric Allenby; April 29, 2024; Salary Grid 12 Seasonal Maintenance, Step 3;

Carried

13-10 SEASONAL HEAVY EQUIPMENT OPERATORS 2024:

2024-05-08-024 ZELLER: 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:

- Brandon Ducharme; April 29, 2024; Salary Grid 10 Operator 1, Step 4;
- Jeff Canfield; April 29, 2024; Salary Grid 10 Operator 1, Step 3;

Carried

13-11 GOVERNANCE AND OPERATIONAL PROCEDURES FOR AN ORGANIZED HAMLET POLICY 100-19:

2024-05-08-025 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the 100-19 Governance and Operational Procedures for an Organized Hamlet Policy and a copy is attached to and forms part of these minutes.

Carried

14-1 CORRESPONDENCE – MAY 8, 2024:

2024-05-08-026 ZELLER: That the R.M. of Frenchman Butte No. 501 Council accepts the May 8, 2024 correspondence as information to be filed as presented to Council, outlined in Appendix B.

Carried

15-1 ADJOURNMENT:

2024-05-08-027 LARRE: That the R.M. of Frenchman Butte No. 501 Council adjourns this Regular Meeting of Council at 4:47 p.m.

Carried


Reeve


Chief Administrative Officer


Reeve


CAO

POLICY TITLE Governance and Operational Procedures for an Organized Hamlet		ADOPTED BY RM Council Resolution No. 2024-05-08-025 EFFECTIVE DATE May 8, 2024	POLICY NO. 100-19
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended: Rescinded:	Resolution No. Resolution No.

1.0 PURPOSE:

- 1.1. Whereas the Council of the Rural Municipality of Frenchman Butte No. 501 aims to establish clear guidelines and procedures for the initial and ongoing governance and operational management of the Organized Hamlets within the RM of Frenchman Butte, ensuring compliance with section 22.3 of the Municipalities Regulation. The policy focuses on:
- Organizing the initial and subsequent annual meetings.
 - Outlining budget submission requirements.
 - Setting the format and timing for joint meetings between the Hamlet Board and the RM of Frenchman Butte Council.

2.0 DEFINITIONS:

- 2.1. Council: Refers to the elected governing body of the RM of Frenchman Butte No. 501.
- 2.2. Organized Hamlet: Refers to an area declared to be an organized hamlet by order of the minister.
- 2.3. Hamlet Board: The elected body responsible for addressing the needs of the Hamlet, facilitating community engagement, and liaising with the Council.
- 2.4. Budget Submission: The process by which the Hamlet Board prepares and submits a detailed plan of expected income and expenditure for the next fiscal year to the Council for approval.
- 2.5. Joint Meetings: Scheduled meetings between the Hamlet Board and the Council to ensure ongoing communication, collaboration, and coordination on matters affecting the Hamlet.
- 2.6. Fiscal Year: The period used for calculating annual financial statements in the RM of Frenchman Butte No. 501, defined as January 1 to December 31.
- 2.7. Transparency: The practice of being open and transparent in the Council's and Hamlet Board's decision-making processes, ensuring that information is freely available and directly accessible to those who will be affected by such decisions, thereby fostering accountability and trust.
- 2.8. Stakeholders: Refers to any individual, group, or organization that has an interest in or is affected by the governance and operations of the Hamlet of Frenchman Butte, including residents, businesses, and governmental bodies.
- 2.9. Public Notice: Formal communication intended to inform the public of time-sensitive information, meetings, or decisions, posted in accessible locations and/or published through local media or online platforms.

3.0 SCOPE:

- 3.1. This policy applies to the RM of Frenchman Butte No. 501 Council, the Administrator of the RM of Frenchman Butte, the Hamlet Board and all residents within the hamlet.



POLICY TITLE**Governance and Operational Procedures for an Organized Hamlet****4.0 POLICY DETAILS:****4.1. Initial Meeting of the Organized Hamlet:**

4.1.1.Scheduling: The first annual meeting of the organized hamlet shall be scheduled within 60 days of the establishment of the hamlet. The municipal administrator shall set the date, time, and venue, ensuring at least 14 days' notice is provided to all residents.

4.1.2.Agenda: The agenda shall include the election of the Hamlet Board, discussion of governance procedures, and community development plans.

4.2. Budget Submission Requirements:

4.2.1.Format and Deadlines: The Hamlet Board is required to submit an annual budget to the RM Council by November 30th each year. The budget should be formatted according to the municipal template, which includes projected revenues and expenditures.

4.2.2.Supporting Documentation: Budget submissions must include justifications for expenditure requests and projected revenue sources.

4.3. Joint Meetings of the Hamlet Board and RM Council:

4.3.1.Frequency and Scheduling: Joint meetings shall be held twice a year, with dates set at the beginning of each fiscal year. Emergency meetings can be scheduled as needed with at least seven days' notice.

4.3.2.Objectives: These meetings will focus on budget reviews, project updates, and strategic planning to ensure alignment between the Hamlet Board and the RM Council.

5.0 IMPLEMENTATION:

5.1. Responsibilities: The RM of Frenchman Butte Council is responsible for overseeing the implementation of this policy and providing resources and support to the Hamlet Board.

5.2. Compliance: The municipal administrator shall monitor compliance and report to the Council semi-annually.

6.0 MONITORING AND EVALUATION:

6.1. Review: This policy shall be reviewed every five years by the RM Council to ensure its effectiveness and relevance. Feedback from residents and stakeholders will be considered during the review process.

6.2. Amendments: Amendments to this policy may be made based on the outcomes of the review or as required by changes in provincial regulations or municipal needs.

7.0 DOCUMENTATION AND TRANSPARENCY:

7.1. Public Access: All policy documents, meeting minutes, and related communications shall be made available on the municipal website to ensure transparency.

7.2. Record Keeping: All documentation related to the governance and operations of the Hamlet of Frenchman Butte will be maintained by the municipal administrator and will be accessible for public review upon request.





POLICY TITLE

Governance and Operational Procedures for an Organized Hamlet

8.0 REPEALING:

- 8.1.1. This policy shall be administered and interpreted by the CAO; however, this policy cannot be amended without Council approval.
- 8.1.2. 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.
- 8.1.3. This policy shall come into force and take effect on May 8, 2024, and shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.