

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
Crystan Schaan, Finance Officer
Dan Fedirko, Public Works @ 9:15 a.m.
Aaron Neilly, Infrastructure Manager @ 9:15 a.m.

DELEGATES:

Ratepayers- Albert and Phyllis St. Amant

CALLED TO ORDER:

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

1-1 JULY 10, 2024 AGENDA ADDITIONS:

2024-07-10-001 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves adding the following to the July 10, 2024 Agenda:
13-14 Hamlet Water Report
13-15 Road Closure
13-16 Road Closure Cancellation

Carried

1-1 JULY 10, 2024 AGENDA:

2024-07-10-002 ZELLER: That the R.M. of Frenchman Butte No. 501 Council approves the July 10, 2024 Agenda to be used as a guideline.

Carried

2-1 JUNE 26, 2024 MINUTES:

2024-07-10-003 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves the June 26, 2024 minutes as presented.

Carried

4-1 JUNE 2024 BANK RECONCILIATION:

2024-07-10-004 NOETH: That the R.M. of Frenchman Butte No. 501 Council acknowledges the June 2024 month end Bank Reconciliation balances as follows:

Chequing Account Operating	\$ 9,208,245.51
St. Walburg Health Account	\$ 2,363.63
Turtleford Health Account	\$ 8,189.34
Online Banking Account	\$ 12,185.87
Term Deposits (5.2% Expiring 31-Dec-25)	\$ 596,423.93
Total Cash in Bank as of June 30, 2024	\$ 9,827,408.28
Petty Cash	\$ 200.00
Total Cash and Short-Term Investments	\$ 9,827,608.28


Carried

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

2024-07-10-005 ZELLER: That the R.M. of Frenchman Butte No. 501 Council acknowledges the June 30, 2024 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- PP2024-14:

2024-07-10-006 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **June 16, 2024 – June 29, 2024. Authorization #439 direct deposit dated July 5, 2024, totaling \$51,904.42.**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix A Salaries and Wages June 16, 2024 – June 29, 2024.**

Carried

5-2 COUNCIL REMUNERATION:

2024-07-10-007 ZELLER: That the R.M. of Frenchman Butte No. 501 Council approves the electronic payment of June 2024 Council Remuneration for the following amounts less deductions on July 19, 2024:

- | | |
|----------------------|------------|
| • Reeve Hougham | \$1,529.00 |
| • Councillor Larre | \$817.20 |
| • Councillor Zeller | \$481.50 |
| • Councillor Fischer | \$921.00 |
| • Councillor Gory | \$827.00 |
| • Councillor Noeth | \$1,156.40 |
| • Councillor Priest | \$869.00 |

Carried

9:15 a.m. Dan Fedirko and Aaron Neilly entered Council Chambers to discuss Public Works Report.

10:14 a.m. Dan Fedirko and Aaron Neilly left Council Chambers.

RECESS MEETING:

2024-07-10-008 NOETH: That the R.M. of Frenchman Butte No. 501 Council recess
10:15 a.m. for a break.

Carried

RECONVENED MEETING:

10:26 a.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

IN-CAMERA:

2024-07-10-009 ZELLER: That the R.M. of Frenchman Butte No. 501 Council moves
10:38 a.m. 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

RECONVENED MEETING:

11:08 a.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

5-3 ACCOUNTS – JULY 10, 2024:

2024-07-10-010 PRIEST: That the R.M. of Frenchman Butte No. 501 Council approves the following payments dated July 10, 2024.

- | | | |
|--------------------------|-----------------|--------------------|
| • Cheques 32465 to 32493 | Totaling | \$84,405.81 |
|--------------------------|-----------------|--------------------|

Carried

6-1 STAFF/COMMITTEE REPORTS:

2024-07-10-011 FISCHER: 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

RECESS MEETING:

2024-07-10-012 PRIEST: That the R.M. of Frenchman Butte No. 501 Council recess
12:04 p.m. for a break.

Carried


Reeve


CAO

RECONVENED MEETING:

1:00 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.
1:01 p.m. Delegates Albert and Phyllis St. Amant, RM Ratepayers entered Council Chambers.
1:25 p.m. Albert and Phyllis St. Amant left Council Chambers.

13-1 ST. AMANT FIRE INVOICE FROM THE VILLAGE OF PARADISE HILL:

2024-07-10-013 LARRE: That the R.M. of Frenchman Butte No. 501 Council pays for Albert St. Amant's fire invoice in regards to the fire on April 11 & 12, 2024 at NW-26-51-24W3M in the amount of \$1,090.23.
Defeated

13-2 PUBLIC MEETING – COUNCIL REMUNERATION, CODE OF ETHICS, RECOGNITION & SYMPATHY POLICY 100-07:

2:00 p.m. Reeve Hougham declared the Public Meeting open to discuss Council Remuneration, Code of Ethics, Recognition & Sympathy Policy 100-07. There were no individuals in attendance expressing concerns regarding the proposed policy
No written submissions were received in regards to proposed the proposed policy.
2:07 p.m. Public Hearing was closed by Reeve Hougham.

13-4 PUBLIC MEETING – DISCRETIONARY DEVELOPMENT PERMIT NE 01-53-22W3M

2:15 p.m. Reeve Hougham declared the Public Meeting open to discuss Discretionary Development Permit NE 01-53-22W3M. There were no individuals in attendance expressing concerns regarding the proposed development.
Written submissions were received in regards to proposed development.
2:21 p.m. Public Hearing was closed by Reeve Hougham.

13-5 DEVELOPMENT PERMIT NE 01-53-22W3:

2024-07-10-014 ZELLER: That the R.M. of Frenchman Butte No. 501 Council approves the *Application for a Development Permit* submitted by Shanelle Bleakney & Cody Herbert dated, June 5, 2024 for a move in double wide trailer home, two car garage, pump house and construction of driveway per R.M. of Frenchman Butte No. 501 Zoning Bylaw 2015-12.
Carried

13-3 COUNCIL REMUNERATION, CODE OF ETHICS, RECOGNITION AND SYMPATHY POLICY 100-07:

2024-07-10-015 PRIEST: That the R.M. of Frenchman Butte No. 501 Council adopts the amended Council Remuneration, Code of Ethics, Recognition & Sympathy Policy 100-07 and a copy is attached to and forms part of these minutes.
Carried

13-9 NEW OFFICE BUILDING ADDENDUM NO. 2:

2024-07-10-016 LARRE: That the R.M. of Frenchman Butte No. 501 Council acknowledges the Addendum No.2 from BAR Engineering Co. Ltd. dated June 28, 2024 in regards to the New Office Building, project number: 23MU-578600.
Carried

13-9 NEW OFFICE BUILDING ADDENDUM NO. 3:

2024-07-10-017 NOETH: That the R.M. of Frenchman Butte No. 501 Council acknowledges the Addendum No.3 from BAR Engineering Co. Ltd. dated July 2, 2024 in regards to the New Office Building, project number: 23MU-578600.
Carried


Reeve


CAO

13-6 NEW OFFICE BUILDING TENDER 24MU-578600 AWARD:

2024-07-10-018 GORY: That the R.M. of Frenchman Butte No. 501 Council awards the New Office Building Tender 24MU-578600 to Bexson Construction in the amount of \$2,099,787.18 plus applicable taxes.

Carried

RECESS MEETING:

2024-07-10-019 FISCHER: That the R.M. of Frenchman Butte No. 501 Council recess
2:57 p.m. for a break.

Carried

RECONVENED MEETING:

3:09 p.m. Reeve Hougham reconvened the meeting.

13-7 BYLAW 2024-12 A BYLAW TO PROVIDE FOR THE ISSUANCE OF PERMITS FOR THE PURPOSE OF BURNING WITHIN THE RURAL MUNICIPALITY:

2024-07-10-020 LARRE: That the R.M. of Frenchman Butte No. 501 Bylaw 2024-12 a Bylaw to Provide for the Issuance of Permits for the Purpose of Burning within the Rural Municipality, be read a first time.

Carried

2024-07-10-021 ZELLER: That the R.M. of Frenchman Butte No. 501 Bylaw 2024-12 a Bylaw to Provide for the Issuance of Permits for the Purpose of Burning within the Rural Municipality, be read a second time.

Carried

2024-07-10-022 GORY: That the R.M. of Frenchman Butte No. 501 Bylaw 2024-12 a Bylaw to Provide for the Issuance of Permits for the Purpose of Burning within the Rural Municipality, be given three readings at this meeting.

Carried Unanimously

2024-07-10-023 FISCHER: That the R.M. of Frenchman Butte No. 501 Bylaw 2024-12 a Bylaw to Provide for the Issuance of Permits for the Purpose of Burning within the Rural Municipality, be read a third time and passed.

Carried

13-10 ST. WALBURG LIBRARY EVENT HOSTING GRANT:

2024-07-10-024 PRIEST: That the R.M. of Frenchman Butte No. 501 Council as per motion 2024-01-24-029 award the St. Walburg Library Event Hosting Grant to the in the amount of \$427.85.

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

Carried

13-11 BUILDING INSPECTOR APPOINTMENTS:

2024-07-10-025 FISCHER: That the R.M. of Frenchman Butte No. 501 Council makes the following Building Inspector appointments, beginning January 1, 2024 expiring December 31, 2024:

- Jeff Sydoruk
- Jeff Svoboda

Carried

13-12 BYLAW 2024-11 A BYLAW TO LICENSE THE EXCAVATION OF GRAVEL FROM GRAVEL PITS AND CLAY FROM BORROW LOCATIONS:

2024-07-10-026 LARRE: That the R.M. of Frenchman Butte No. 501 Bylaw 2024-11 a Bylaw to License the Excavation of Gravel from Gravel Pits and Clay from Borrow Locations, be read a first time.


Carried

13-14 HAMLET MONTHLY WATER REPORT:

2024-07-10-027 ZELLER: 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 June 2024 and instructs Administration to place a copy of the report on file for future reference.

Carried


Reeve


CAO

13-15 ROAD CLOSURE TOWNSHIP ROAD 532:

2024-07-10-028 PRIEST: That the R.M. of Frenchman Butte No. 501 Council acknowledges the following road closure issued July 8, 2024:

- One and a half miles of Township Road 532 from Range Road 3230 to Highway 21 South.

Carried

13-16 ROAD CLOSURE CANCELLATION:

2024-07-10-029 ZELLER: That the R.M. of Frenchman Butte No. 501 Council acknowledges the cancellation of the following road closure:

- One and a half miles of Township Road 532 from Range Road 3230 to Highway 21 South.
Issued on July 8th, 2024.

Carried

13-8 APAS MEMBERSHIP:

2024-07-10-030 FISCHER: That the R.M. of Frenchman Butte No. 501 Council becomes a member of APAS for the remainder of the 2024 year in the amount of \$9,456.71.

Carried

14-1 CORRESPONDENCE – JULY 10, 2024:

2024-07-10-031 PRIEST: That the R.M. of Frenchman Butte No. 501 Council accepts the July 10, 2024 correspondence as information to be filed as presented to Council, outlined in Appendix B.

Carried

15-1 ADJOURNMENT:

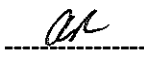
2024-07-10-032 PRIEST: That the R.M. of Frenchman Butte No. 501 Council adjourns this Regular Meeting of Council at 3:53 p.m.

Carried


Reeve


Chief Administrative Officer


Reeve


CAO

**Rural Municipality of Frenchman Butte
No. 501**

BYLAW No. 2024-12

**A BYLAW TO PROVIDE FOR THE ISSUANCE OF PERMITS FOR
THE PURPOSE OF BURNING WITHIN THE RURAL
MUNICIPALITY.**

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

1. No burning of any materials shall be allowed within the boundaries of the R.M. of Frenchman Butte No. 501 without the prior obtainment of a burning permit.
2. A burning permit is not required for barbeques, fire pits used for cooking, and propane heaters.
3. Burning permits shall be obtained from the R.M. of Frenchman Butte No. 501 municipal office, during regular office hours, and may be obtained free of charge.
4. Wherein the opinion of the administrator dry conditions exist making burning of any material hazardous a burning permit shall not be issued.
5. No person shall:
 - a) start any outdoor fire for any purpose without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
 - b) start any outdoor fire for any purpose when weather conditions are conducive to a fire's readily escaping control;
 - c) fail to take reasonable steps to control a fire for the purpose of preventing it from spreading;
 - d) deposit, discard or leave any burning matter or substance in a place where it might ignite other matter and result in the spread of fire;
 - e) conduct any activity that involves the use of a fire or that might reasonably be expected to cause a fire to spread, unless exercising reasonable care to prevent a fire from occurring;
 - f) leave the place where he has started an outdoor fire without fully extinguishing the fire.
6. The form to be used for burning permits is attached hereto and identified as Schedule 'A' to this Bylaw.
7. Any person found guilty of an infraction of this Bylaw shall be liable to the penalties imposed by the General Penalty Bylaw of the Municipality.
8. Bylaw 03-08 is hereby repealed.




Reeve


Administrator

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



POLICY TITLE		ADOPTED BY RM Council Resolution No. 2018-03-07-020	POLICY NO. 100-07
<u>Council Remuneration, Code of Ethics, Recognition & Sympathy Policy</u>		Amended: 2021-03-31-033 2022-04-13-030 2023-12-06-019 2024-07-10-015	
ORIGIN/AUTHORITY RM Council	JURISDICTION Members of Council of the RM of Frenchman Butte No. 501	EFFECTIVE DATE March 7, 2018	

1. PURPOSE

To establish appropriate guidelines and a consistent policy for elected members of the Council of the Rural Municipality of Frenchman Butte No. 501. To ensure elected officials are appropriately remunerated and reimbursed for expenses, recognized for their service to the RM and that they understand and adhere to the policy respecting sympathy, the acceptance of gifts and donations, as well as the code of ethics as provided for in Bylaw No. 2017-04 and the legal requirements of *The Municipalities Act* and any other applicable provincial legislation as amended from time to time.

2. DEFINITIONS

2.1 CAO – Chief Administrative Officer

2.2 Code of Ethics – means a set of rules and responsibilities establishing proper practices and acceptable social norms for individuals to adhere to while serving as members elected to the Council of the RM as set out in Bylaw No. 2017-04 and “Schedule A”.

2.3 Council - means the whole of Council comprised of all individuals elected to the Council of the RM of Frenchman Butte No. 501 including the Reeve.

2.4 Confidentiality – means the requirement of all members of Council to protect the privacy of any and all confidential information obtained as a member of Council in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act* and any bylaws or procedures as established by the RM. All Confidential information in the possession of the member of Council shall be returned to the municipal office to be filed securely and/or to ensure it is properly destroyed.

2.5 Immediate Family means:

- 2.5.1 Employee’s spouse, parent, grandparent, child, grandchild, brother or sister or spouse of the brother or sister; or
- 2.5.2 The employee’s spouse’s parent, grandparent, child, grandchild, brother or sister or spouse of the brother or sister; or
- 2.5.3 Spouse of a child; or

2.5.4 Stepfamily.

2.6 Remuneration – means the per diem compensation paid to members of Council for service to the Rural Municipality in their capacity as an elected official.

3. SCOPE

This policy applies to all members elected to the Council of the RM.

4. POLICY

4.1 TERMS & CONDITIONS

This policy establishes the level of remuneration, eligible expenses, benefits and recognition for eligible members of Council who are duly elected and while actively serving or who have actively served the RM. It also provides for an annual oath of ethics declaration and guidelines respecting the accepting and receiving of gifts or prizes and donations.

4.2 CODE OF ETHICS & RESPONSIBILITIES

Every member of Council, upon being elected to office for the RM, is responsible to understand, abide and sign “Form A, Oath or Affirmation - Member of Council” as prescribed in *The Municipalities Act*. Council is responsible for ensuring compliance by each member of Council to this policy and the Code of Ethics Bylaw and efficiently and effectively dealing with any contraventions in a timely manner.

The CAO is responsible for the day to day administration of the policy and shall bring forward any recommended changes to Council for consideration and to ensure the policy is compliant with the legislation, meets best practices and the needs of the RM.

4.3 COUNCIL REMUNERATION AND REIMBURSEMENT

(Note: the following per diem rates were established in 2014 by resolution 2014-01-31-017)

Per Diem

Hourly Rate while on Municipal business: \$ 37.50/hour

Committee & Council Meetings/Conventions: \$150.00/half day (less than 4 hours)
\$ 300.00/day (more than 4 hours)

Council members have the discretion to charge per hour and/or not charge for their attendance at Committee Meetings.

No remuneration will be paid to attend neighboring Municipalities ratepayers’ meetings.

Indemnity

Council members shall receive a monthly indemnity of \$60.00 per month to cover incidental expenses.

Clothing Allowance

Council members shall receive a one-time payment of \$250.00 per term to cover the cost of safety clothing.

Meals

Reimbursement to a maximum of \$75.00 per day without the requirement to submit receipts while attending conventions or training unless meals were provided.

Breakfast reimbursement is \$20.00

Lunch reimbursement is \$25.00

Dinner reimbursement is \$30.00

The R.M. will be responsible for meal expenses for invited guests of Council.

Lunch shall be provided for during regular and special day long Council meetings.

Purchases of alcohol shall not be an eligible expense under this policy and will not be reimbursed by the RM.

Accommodations

Accommodations for hotels shall be paid directly by the RM or reimbursed based on actual rates and receipts are required to be remitted to the CAO. Should a member of Council elect to stay at private accommodations they shall be eligible to claim **\$50.00 per night**.

Travel

Members of Council required to use their personal vehicles for approved RM business shall be reimbursed at a rate of **.70 cents per kilometer**. This rate shall be reviewed annually.

4.4 ADJUSTMENTS TO REMUNERATION AND REIMBURSEMENT RATES

The CAO shall conduct a review of the rates of remuneration and expenses paid to other comparable RM Council's every three (3) years or as otherwise requested by resolution of Council.

The results will be reviewed and the Council remuneration rates may be adjusted (increased or decreased) from time to time by resolution of Council subsequent to public notice being provided in accordance with the legislative requirements.

In conducting a review for determining if an increase is to be applied to the rates of remuneration and reimbursement for Council, Council shall consider the following factors:

- ✓ rates of remuneration set for comparable municipalities,
- ✓ prior year's consumer price index for Saskatchewan,
- ✓ the RM's ability to pay

If Council determines an increase is warranted based on the review, the CAO will prepare the necessary public notice in accordance with *The Municipalities Act* and subsequent to meeting the public notice requirements of the legislation Council may pass a resolution to amend this policy and adjust the remuneration rates accordingly.

4.5 COMPARABLE MUNICIPALITIES

The comparable municipalities shall, as much as possible, comprise of municipalities that are similar to the RM of Frenchman Butte taking into consideration such factors as: total assessment, assessment distribution, population, municipal services, size, local/regional labour market, economic environment, industry type, etc., and any other conditions or factors that Council deems suitable.

4.6 BENEFITS

Eligible members of Council may receive benefits subject to the underwriters’ bylaw of plans. Members of Council will receive information regarding benefits from the Administration and can go on-line to the SARM web site at: www.sarm.ca.

Every eligible member of Council may be enrolled in the following benefit plans administered by SARM and the applicable premium will be paid as follows:

<u>Benefit</u>	<u>Who Pays</u>	<u>Percentage Paid</u>
Elected and Appointed Officials		
Group Coverage in the amount of \$50,000 which includes Short-Term Disability Benefit & Death Benefit	Municipality	100%
Elected and Appointed Officials		
Individual Coverage	Council Member	100%
Extended Health and Dental Benefits	Council Member	100%
Canada Pension Plan – Member Share	Council Member	100%
Canada Pension Plan – Municipal Share	Municipality	100%

4.7 RECOGNITION/RETIREMENT/RESIGNATION

Upon being elected to office, new members of Council shall be presented with a RM of Frenchman Butte logoed jacket at a council meeting as soon as possible after the election.

Upon the completion of at least one full term on RM Council the former member of Council will be recognized for their contributions at the next annual ratepayers meeting and presented with a suitably engraved gift valued at approximately \$250.00 (picture/plaque, statue, clock, knife, etc.) at that time by the Reeve or designate.

4.8 SYMPATHY GESTURES

In cases of bereavement, a member of Council shall notify the CAO or the CAO on their own accord shall send the following items as a gesture of sympathy and notify Council accordingly:

Flowers: Present & Former Council Members & their immediate family members.

(Note: the cost of flowers not to exceed \$70.00.)

4.9 RECEIVING OR ACCEPTING OF GIFTS/PRIZES OR DONATIONS

Members of Council may not accept any money, gifts or benefits or other things of value from any contractor, business, supplier, person/ratepayer, or entity with which the RM does business with or provides services to, or with whom the RM seeks to do business or provide services to.

This also extends to prohibit kickbacks or any form of illegal or improper payment of any kind and Council Members shall not accept free or concessionary use of property or the payment of travel, living or entertainment expenses to or for themselves or a member of their family or friends.

If a gift is received which cannot be personal accepted, it is to be turned in to the CAO who will send a friendly letter of explanation that RM policy does not permit such acceptance unless Council authorizes that the gift be used as a fundraising /donation/promotional item in the RM.

****Exceptions:** Members of Council are allowed to participate in and personally accept any prize or gift obtained by chance events or random draws.
Members of Council may accept invitations and attend hospitality events during the SARM convention.

4.10 COMPLIANCE

Council is responsible for ensuring compliance by each member of Council to this policy. Council is also responsible for the review of this policy and to determine the appropriate action/consequence that to be imposed should a member of Council contravene this policy on a case by case basis.

5.0 RESPONSIBILITY/INTERPRETATION/REPEALING:

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

This policy shall be administered by the CAO; however, this policy cannot be amended without Council review and approval and if required the amendment of Bylaw No. 2017-04

This policy repeals and rescinds all previous policies, practices 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 March 7, 2018 and shall continue in full force and effect until repealed or amended by subsequent resolution of Council.

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