

COUNCIL PRESENT:

Reeve	Tom S. Hougham
Division 1	Leonard Larre
Division 2	Carri Zeller
Division 3	Doug Trotzuk
Division 4	Ronald Gory @ 10:18 a.m.
Division 5	Gay Noeth
Division 6	Evan Priest

STAFF PRESENT:

Aaron Neilly, Acting Chief Administrative Officer
Crystal Schaan, Finance Officer @ 10:39 a.m.
Vanessa Nasby, Administrative Assistant
Dan Fedirko, Public Works @ 9:17 a.m.

DELEGATES:

Laura Fletcher, Pinnacle Business Solutions @ 10:38 a.m.

CALLED TO ORDER:

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

1-1 APRIL 23, 2025 AGENDA:

2025-04-23-001 LARRE: That the April 23, 2025 Agenda be used as a guideline.
Carried

2-1 APRIL 9, 2025 MINUTES:

2025-04-23-002 ZELLER: That the April 9, 2025 minutes be approved as presented.
Carried

5-1 PAYROLL- PP2025-09:

2025-04-23-003 TROTZUK: That the payroll accounts for the pay period **April 6, 2025 – April 19, 2025, and Council Remuneration for March 2025, Authorization #461, direct deposit dated April 25, 2025, totaling \$40,968.72 be approved.**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix A Salaries and Wages April 6, 2025 – April 19, 2025.**

Carried

5-2 CINCO DEVELOPMENTS LTD:

2025-04-23-004 PRIEST: That the invoice from Cinco Development Ltd. in the amount of \$47,600.00 plus applicable taxes, for equipment rental related to the Kozinski gravel pit be approved for payment.

Carried

5-2 ACCOUNTS – APRIL 23, 2025:

2025-04-23-005 LARRE: That the following payments dated April 23, 2025 be approved.

- | | | |
|--------------------------|----------|--------------|
| • Cheques 33173 to 33205 | Totaling | \$142,502.51 |
| • Other Payments | Totaling | \$44,162.53 |

Total AP \$186,665.04

Carried


9:17 a.m. Dan Fedirko entered Council Chambers to discuss Public Works Report.

13-7 GRAVEL SALES POLICY:

2025-04-23-006 PRIEST: That the amended 300-02 Gravel Sales Policy be approved and a copy is hereby attached forming part of these minutes.

Carried


Reeve


AA

13-21 LEVEL 1 FIRE BAN IN EFFECT APRIL 24, 2025:

2025-04-23-007 ZELLER: That the R.M. of Frenchman Butte No. 501 Council instructs the A/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 24, 2025 at 1:00 p.m. CST and shall remain in effect until removed by the Acting Chief Administrative Officer.

Carried

13-12 ONION LAKE RESERVE CREATION REQUESTS:

2025-04-23-008 NOETH: That Council approve the letter dated April 23, 2025, responding to Onion Lake Cree Nation's reserve creation inquiries for files 344-023, 344-024, 344-025, 344-027, and 344-030, and authorize the Acting Chief Administrative Officer to send the letter as presented.

Carried

10:03 a.m. Councillor Priest left Council Chambers due to conflict of interest in the next Agenda item.

13-14 DONATION TO PARADISE HILL PLAYERS DRAMA CLUB

2025-04-23-009 LARRE: That the donation in the amount of \$200.00 to the Paradise Hill Players Drama Club be approved to support their travel and participation in the 2025 Provincial Drama Festival in Moose Jaw, in recognition of their achievement at the Regional Festival, with payment issued in accordance with RM Donation Policy No. 100-10.

Defeated

10:07 a.m. Councillor Priest entered Council Chambers.

13-6.1 PUBLIC WORKS 2025 SEASONAL STAFFING:

2024-04-23-010 NOETH: That the following 2025 Public Works Seasonal Positions be acknowledged:

- Derek Lessard; Salary Grid 12 Seasonal Maintenance, Step 5, effective April 14, 2025;
- Eric Allenby; Salary Grid 12 Seasonal Maintenance, Step 3, effective April 14, 2025.

Carried

13-6.2 SEASONAL HEAVY EQUIPMENT OPERATORS 2025:

2025-04-23-011 ZELLER: That the hiring of the following seasonal heavy equipment operators for the 2025 season as per Human Resources and Compensation Policy 900-01 be acknowledged:

- Jeff Canfield; Salary Grid 10 Operator 1, Step 4, effective April 14, 2025;
- Gerald Schwingenschloegl; April 8, 2024; Salary Grid 10 Operator 1, Step 4, effective January 27, 2025;
- David Huard; Salary Grid 10 Operator 1, Step 6, effective January 13, 2025;
- Brandon Ducharme; Salary Grid 10 Operator 1, Step 4, effective April 21, 2025.

Carried

13-6.3 SUMMER STUDENTS 2025:

2025-04-23-012 TROTZUK: That the hiring of the following summer student for the 2025 season as per Human Resources and Compensation Policy 900-01 be acknowledged:

- Ava Schaan; Salary Grid 13 Student/Casual, Step 2, effective April 21, 2025.

Carried


Reeve


AA

13-17 SALARY GRID RECOMMENDATION:

2025-04-23-013 PRIEST: That the following wage step increase be acknowledged:

- Sylvia Skogman from Salary Grid 4, Step 2 to Salary Grid 4 Step 3 of the Office Assistant, effective April 13, 2025;

Carried

10:18 a.m. Councillor Gory entered Council Chambers.

13-15.1 CREATION OF DEPUTY CAO:

2025-04-23-014 PRIEST: That the creation of the position titled Deputy Chief Administrative Officer (Deputy CAO) be approved to support administrative leadership and assume designated financial and operational responsibilities in coordination with the CAO.

Carried

13-15.2 REVISED 2025 BASE PAY SALARY GRID:

2025-04-23-015 TROTZUK: That the revised 2025 Base Pay Salary Grid be approved as presented, including the addition of a new classification titled Deputy CAO, Grid 15 with Step 1 set at \$104,191.72 and Step 7 at \$135,513.20, effective April 20, 2025.

Carried

13-15.3 DEPUTY CHIEF ADMINISTRATIVE OFFICER JOB DESCRIPTION:

2025-04-23-016 NOETH: That the Deputy Chief Administrative Officer Job Description dated April 23, 2025, be approved.

Carried

13-15.4 CONTRACT – DEPUTY CHIEF ADMINISTRATIVE OFFICER:

2025-04-23-017 LARRE: That the position of Deputy Administrator/CAO at Salary Grid 15 Step 1 of Schedule “C” 2025 Base Pay Salary Grid, effective April 20, 2025, be offered to Crystal Schaan. Further that a contract be signed for the April 23, 2025, Council Meeting.

Carried

13-16 APPROVAL OF 2025 ORGANIZATION CHART:

2025-04-23-018 PRIEST: That the updated Organizational Chart dated April 23, 2025 be approved, reflecting the creation of the Deputy Chief Administrative Officer (Deputy CAO) position and associated reporting structure.

Carried

13-8 ACTING ADMINISTRATOR PERMIT APPLICATION:

2025-04-23-019 NOETH: That Aaron Neilly be appointed to the position of Chief Administrative Officer, effective April 9, 2025. Aaron Neilly does not currently hold a Rural Class C Certificate of Qualification but is actively enrolled in the Local Government Authority Program through the University of Regina. The Rural Board of Examiners requires a permit for the employment of an Acting Administrator in accordance with Section 110(6) of *The Municipalities Act*; It be approved that the submission of an application of the Rural Board of Examiners for a Permit to Employ and Acting Administrator, naming Aaron Neilly as the appointed individual.

Carried

6-1 STAFF/COMMITTEE REPORTS:

2025-04-23-020 TROTZUK: That the written and verbal reports by Acting Chief Administrative Officer, Aaron Neilly, and Public Works Foreman, Dan Fedirko be acknowledged.

Carried

10:31 a.m. Dan Fedirko left Council Chambers.

RECESS MEETING:

2025-04-23-021 NOETH: That this meeting recess.

10:31 a.m.

Carried


Reeve


AA

RECONVENED MEETING:

10:38 a.m. The Regular Meeting of Council was reconvened by Reeve Hougham.
10:38 a.m. Laura Fletcher with Pinnacle Business Solutions entered Council Chambers to discuss 2024 Draft Audited Financial Report.
10:39 a.m. Crystal Schaan, Finance Officer entered Council Chambers.
11:06 a.m. Laura Fletcher and Crystal Schaan left Council Chambers.

13-1.1 APPROVE 2024 DRAFT FINANCIAL STATEMENTS:

2025-04-23-022 NOETH: That the 2024 Draft Audited Financial statements as presented by Pinnacle Business Solutions be approved.
Carried

13-1.2 PINNACLE BUSINESS SOLUTIONS MANAGEMENT RESPONSIBILITY LETTER:

2025-04-23-023 ZELLER: That the Management Responsibility Letter addressed to Pinnacle Business Solutions be authorized to be signed by the Reeve and Acting Chief Administrative Officer on April 23, 2025.
Carried

RECESS MEETING:

2025-04-23-024 PRIEST: That this meeting recess.
12:04 p.m.
Carried

RECONVENED MEETING:

12:57 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

RECESS MEETING:

2025-04-23-025 LARRE: That this meeting recess for a Public Meeting.
2:00 p.m.

13-2 PUBLIC MEETING – BYLAW 2025-02 ROAD CLOSURE NW 23-53-25W3:

2:00 p.m. Reeve Hougham declared the Public Meeting open to discuss Road Closure Bylaw 2025-02 at NW 23-53-25W3.
There were no individuals in attendance expressing concerns regarding the proposed road closure.
No written submissions were received in regards to the proposed road closure.

2:03 p.m. Public Hearing was closed by Reeve Hougham.

RECONVENED MEETING:

2:10 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

13-2 BYLAW 2025-02 A BYLAW TO PROVIDE FOR THE CLOSING AND SELLING OF MUNICIPAL ROAD AT NW 23-53-25W3:

2025-04-23-026 NOETH: That the Bylaw 2025-02, A Bylaw to Provide for the Closing and Selling of Municipal Road at NW 23-53-25W3, be read a first time.
Carried

2025-04-23-027 ZELLER: That the Bylaw 2025-02, A Bylaw to Provide for the Closing and Selling of Municipal Road at NW 23-53-25W3, be read a second time.
Carried

2025-04-23-028 PRIEST: That the Bylaw 2025-02, A Bylaw to Provide for the Closing and Selling of Municipal Road at NW 23-53-25W3, be given three readings at this meeting.
Carried Unanimously

2025-04-23-029 LARRE: That the Bylaw 2025-02, A Bylaw to Provide for the Closing and Selling of Municipal Road at NW 23-53-25W3, be read a third time and passed.
Carried


Reeve


AA

RECESS MEETING:

2025-04-23-030 LARRE: That this meeting recess for a Public Meeting.
2:14 p.m.

Carried

13-3 PUBLIC MEETING – SUBDIVISION APPLICATION NW 23-53-25W3:

2:15 p.m. Reeve Hougham declared the Public Meeting open to discuss the Subdivision Application NW 23-53-25W3.
There were no individuals in attendance expressing concerns regarding the proposed subdivision.
No written submissions were received in regards to the proposed subdivision.

2:17 p.m. Public Hearing was closed by Reeve Hougham.

RECONVENED MEETING:

2:17 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

13-3 SUBDIVISION APPLICATION NW 23-53-25W3:

2025-04-23-031 PRIEST: That the approval of the Subdivision Application submitted by Loran Moore be recommended, that proposes the creation of one (1) new Parcel A within the NW 23-52-25 W3M as prepared by Meridian Surveys, File No. SUBD-003188-2024 dated June 26, 2024.

- There currently are no land uses within the vicinity that would be incompatible with the intended use of the proposed site, or any site conditions that make the land unsuitable for intended use
- There are currently no facilities that could be affected by the proposed subdivision.
- No servicing agreement will be required, current approach and developed access road meet municipal requirements.
- Per Clause 183a of the Planning and Development Act, this proposal is exempt from providing Municipal Reserve land.

Carried

13-4 SUBDIVISION SW 11-53-24W3 CASH IN LIEU OF DEDICATED LANDS:

2025-04-23-032 PRIEST: That the amount of \$1,100.00 for Cash In lieu of Dedicated Lands for Parcel A SW 11-53-24W3 based on 5% of the Subdivided parcels Fair Market Value established by Saskatchewan Assessment Management Agency and Council deems it to be a fair estimate of the market value of the subdivided property in the RM of Frenchman Butte No. 501 be accepted.

Carried

13-9 SIGNING AUTHORITY CHANGES:

2025-04-23-033 TROTZUK: Whereas the R.M. of Frenchman Butte No. 501 *Policy 100-13, referred to as the Signing Authority Policy*, states in part:

"All transactions, including signing of cheques, must include two signatures from the following signing authorities:

- *The Chief Administrative Officer or the Administrative Assistant or the Finance Officer*

With

- *The Reeve or The Deputy Reeve"*

Therefore, that the following changes to the signing authorities of the R.M. of Frenchman Butte No. 501 Bank Accounts located at the Synergy Credit Union, St. Walburg Branch be approved:

- Crystal Schaan as Finance Officer to remain;
- Vanessa Nasby as Administrative Assistant to remain;
- Tom S. Hougham, Reeve to remain;
- Evan Priest, Deputy Reeve to remain;
- Add Aaron Neilly, Acting Chief Administrative Officer.

Carried


Reeve


AA

13-10 SYNERGY COLLABRIA MASTERCARD:

2025-04-23-034 GORY: That the application for Acting Chief Administrative Officer, Aaron Neilly for Synergy Credit Union Collabria No Fee Cash Back Business Mastercard with credit limit of \$10,000.00 be approved.
Carried

13-11 SMHI LANDS WITHDRAWAL 2025:

2025-04-23-035 PRIEST: That the Saskatchewan Municipal Hail Association Lands Withdrawal from March 31, 2025 to March 31, 2026 be approved.
Carried

13-13 OH&S MINUTES, APRIL 14, 2025:

2025-04-23-036 PRIEST: That the April 14, 2025 *Occupational Health & Safety Meeting Minutes* be acknowledged and instructs Administration to place a copy on file for future reference.
Carried

13-18 BYLAW 2025-03 A BYLAW TO DISPENSE WITH MAILING OF ASSESSMENT NOTICES:

2025-04-23-037 LARRE: That the Bylaw 2025-03, A Bylaw to Dispense with Mailing of Assessment Notices, be read a first time.
Carried

2025-04-23-038 ZELLER: That the Bylaw 2025-03, A Bylaw to Dispense with Mailing of Assessment Notices, be read a second time.
Carried

2025-04-23-039 GORY: That the Bylaw 2025-03, A Bylaw to Dispense with Mailing of Assessment Notices, be given three readings at this meeting.
Carried Unanimously

2025-04-23-040 TROTZUK: That the Bylaw 2025-03, A Bylaw to Dispense with Mailing of Assessment Notices, be read a third time and passed.
Carried

13-19 AWARD EMMAVILLE CEMETERY MAINTENANCE 2025 - 2027:

2025-04-23-041 PRIEST: That the tender for Emmaville Cemetery Maintenance for the years 2025 to 2027 be awarded to John Jones in the amount of \$1,000 plus GST per season, be approved.
Carried

13-20 AWARD LEASE LAND TENDER, PT NW 35-52-25W3 EXT 3:

2025-04-23-042 NOETH: That the lease land rental contract for PT NW 35-52-25W3 Ext. 1 Parcel Number 203837250 to Barry Moore in the amount of \$1980 plus GST be awarded. Lease in effect from May 1, 2025 to December 31, 2025. The Municipality will make no crop damage compensation should there be damage due to gravel exploration and/or road construction.
Carried

12-8 HR CONSULTING SERVICES

2025-04-23-043 LARRE: That Knibbs HR Consulting be retained for Human Resource Consulting Services, Policy, Bylaw, and Safety Manual review as per proposal dated March 20, 2025.
Carried

14-1 CORRESPONDENCE – APRIL 23, 2025:

2025-04-23-044 TROTZUK: That the April 23, 2025 correspondence as information to be filed as presented to Council, outlined in Appendix B be accepted.
Carried

RECESS MEETING:

2025-04-23-045 PRIEST: That this meeting recess.
2:57 p.m.

Carried


Reeve


AA

RECONVENED MEETING:

3:06 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.
3:07 p.m. Vanessa Nasby left Council Chambers.
3:07 p.m. Crystal Schaan entered Council Chamber.

IN-CAMERA:

2025-04-23-046 ZELLER: That the R.M. of Frenchman Butte No. 501 Council moves
3:08 p.m. in-camera to discuss strategic plan 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

4:00 p.m. Councillor Priest left Council Chambers.

RECONVENED MEETING:


4:42 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

12-4 2025 STRATEGIC PLAN:

2025-04-23-047 NOETH: That the 2025 strategic plan be adopted as presented and
a copy is attached to and forms part of these minutes.
Carried

15-1 ADJOURNMENT:

2025-04-23-048 GORY: That this Regular Meeting of Council at 4:50 p.m. be adjourned.
Carried


Reeve


Acting Chief Administrative Officer

Bylaw 2025-03

Rural Municipality of Frenchman Butte No. 501

A BYLAW TO DISPENSE WITH THE MAILING OF ASSESSMENT NOTICES

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

The assessor of the Rural Municipality of Frenchman Butte No. 501 is hereby authorized to dispense with the mailing of assessment notices where the assessed value with respect to any land or improvement:

- (a) has not changed from the previous year's assessed value; or
- (b) has decreased by no more than the lesser of:
 - (i) \$1,000 from the previous year's assessed value; and
 - (ii) 1% of the previous year's assessed value.

Bylaw 2021-18 is hereby repealed



Read a third time and adopted
this 23rd day of April, 2025



Reeve



Acting Chief Administrative Officer

BYLAW NO. 2025-02

RURAL MUNICIPALITY OF FRENCHMAN BUTTE NO. 501

A BYLAW TO PROVIDE FOR THE CLOSING AND SELLING OF MUNICIPAL ROAD

The Council of the Rural Municipality of Frenchman Butte, in the Province of Saskatchewan, enacts as follows:

1. Subject to the consent of the Minister of Highways, the Municipality, agrees to close and transfer the municipal roads described as:

The surveyed portion of:

Surface Parcel Number: 127802303

As highlighted in yellow on the attached "Schedule A."

(NW 23-53-25W3 Plan AC1678 Ext 1)

on the terms and conditions set out in the agreement marked as Exhibit "A" which is attached to and forms part of this bylaw.

Read a third time and adopted
this 23rd day of April, 2025.



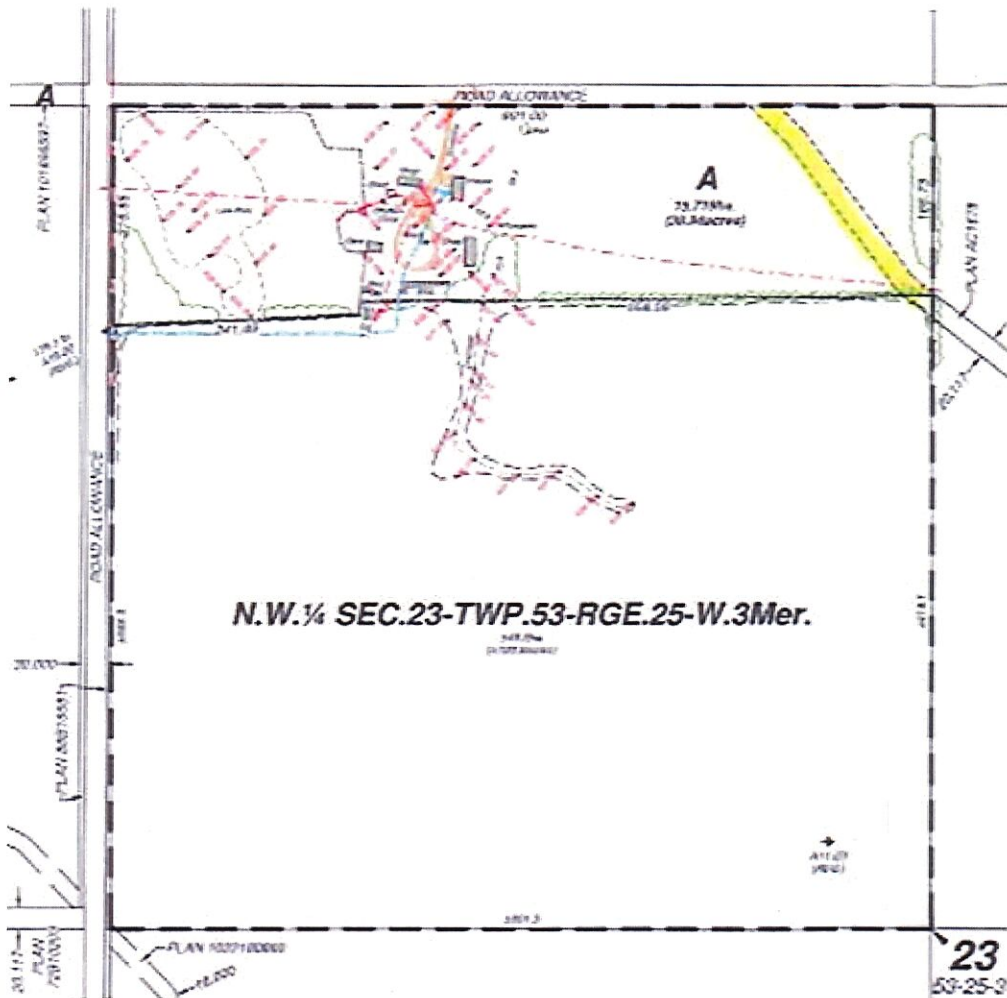


Reeve




Acting Chief Administrative Officer
Sections 13 & 15 of *The Municipalities Act*

Schedule A



The portion highlighted in yellow will be sold to the owners of NW 23-53-25W3 Ext 1 is highlighted in yellow in the above sketch.

[Handwritten signatures]

 <u>R.M. of Frenchman Butte No. 501</u>			
POLICY TITLE <u>Gravel Sales Policy</u>		ADOPTED BY RM Council Resolution 2017-08-24-00 EFFECTIVE DATE August 10, 2017	POLICY NO. 300-02
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte	Amended April 23, 2025	Resolution No. 2025-04-23-006

1.0 PURPOSE:

The purpose of this policy is to set the fees charged by the Rural Municipality of Frenchman Butte No. 501 for selling and delivering gravel, pit run, and/or sand to ratepayers.

2.0 DEFINITIONS:

- 2.1. R.M.:
Refers to the Rural Municipality of Frenchman Butte No. 501.
- 2.2. Council:
Refers to the elected Council of the Rural Municipality of Frenchman Butte No. 501.
- 2.3. Gravel:
Refers to crushed aggregate material typically used for construction and road maintenance purposes. For the purposes of this policy, gravel refers specifically to ¾-inch crushed gravel.
- 2.4. Pit Run Gravel:
Refers to naturally occurring aggregate that has not been processed or crushed and is typically used as a base layer for road construction and other foundational work.
- 2.5. Sand:
Refers to granular material that is naturally occurring and used for construction, traction, or other utility purposes.

3.0 POLICY:

It is the policy of the RM to:

- 3.1. Make aggregate materials available for purchase by ratepayers, under the following terms and conditions:
 - ¾" Crushed Gravel: \$15.00 per cubic yard
 - Pit Run Gravel: \$4.25 per cubic yard
 - Sand: \$5.00 per cubic yard
Additional Charges:
 - Delivery Fee: \$0.40 per cubic yard per loaded mile, with a minimum charge equivalent to five (5) loaded miles.
 - Loading Fee: \$0.50 per cubic yard

4.0 SPECIFIC REQUIREMENTS

- 4.1. Ratepayers may haul their own gravel, pit run, and/or sand, provided the material is loaded by an R.M. loader and operated by an R.M. employee.
- 4.2. The R.M. will deliver gravel, pit run, or sand only to locations situated within the boundaries of the municipality.

5.0 RESPONSIBILITY/INTERPRETATION/REPEALING:

- 5.1. This policy shall be administered and interpreted by the Administrator; however, this policy cannot be amended without Council approval.
- 5.2. 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.
- 5.3. This policy shall come into force and take effect on April 23, 2025, shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.