

COUNCIL PRESENT:

Reeve	Tom Hougham
Division 1	Leonard Larre
Division 2	Dan Hritzuk
Division 3	Owen Fischer
Division 4	Ronald Gory
Division 5	Gay Noeth
Division 6	Claus Young

STAFF PRESENT:

Allison Roschker, Chief Administrative Officer
Vanessa Nasby, Office Assistant
Aaron Neilly, Civil Engineer Technologist @ 11:35 a.m.
Roy Johnson, Public Works Foreman @ 11:48 a.m.
Logan Spence, Heavy Equipment Operator @ 2:53 p.m.
Andy Noeth, Heavy Equipment Operator @ 2:53 p.m.
Lyle Stockman, Heavy Equipment Operator @ 2:53 p.m.
Daniel Harges, Public Works Supervisor @ 2:53 p.m.

CALLED TO ORDER:

9:08 a.m. The Regular Meeting was called to order by Reeve Hougham.

1-1 FEBRUARY 24, 2021 AGENDA ADDITIONS:

2021-02-24-001 NOETH: That the R.M. of Frenchman Butte No. 501 Council
approve adding the following to the February 24, 2021 Agenda:

- 13-9 Hall Rentals
- 13-10 Snowplough Policy

Carried Unanimously

1-1 FEBRUARY 24, 2021 AGENDA:

2021-02-24-002 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council
approve the February 24, 2021 Agenda to be used as a guideline.

Carried

2-1 FEBRUARY 10, 2021 MINUTES:

2021-02-24-003 FISCHER: That the R.M. of Frenchman Butte No. 501 Council
approves the February 10, 2021 minutes as presented.

Carried

5-1 PAYROLL- PP2021-04:

2021-02-24-004 NOETH: That the R.M. of Frenchman Butte No. 501 Council
approves the payroll accounts for the pay period **January 31, 2021 –
February 13, 2021 and Council Remuneration for January 2021.**
Authorization #021050 direct deposit dated February 19, 2021
totaling \$29,358.96

Further, that a schedule of these payments be annexed to and form part
of these minutes as **Appendix A Salaries and Wages January 31, 2021**
– February 13, 2021.

Carried

5-2 ACCOUNTS – FEBRUARY 24, 2021:

2021-02-24-005 GORY: That the R.M. of Frenchman Butte No. 501 Council
approves the following payments as per *List of Accounts for Approval*
dated February 24, 2021:

• 29152 to 29189	Totaling	\$146,745.30
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Carried

5-3 VOID CHEQUE:

2021-02-24-006 YOUNG: That the R.M. of Frenchman Butte No. 501 Council
acknowledges voiding of the following cheque due to error in vendor
name:

• 29093	Agland	\$2,169.99
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Carried


Reeve

5-4 STALE DATED CHEQUE:

2021-02-24-007 LARRE: That the R.M. of Frenchman Butte No. 501 Council acknowledges voiding and reissuing of the following cheque due to stale dated:

- **28411 Mae Rotsey \$20.99**

Carried

RECESS MEETING:

2021-02-24-008 FISCHER: That the R.M. of Frenchman Butte No. 501 Council recess for a 10 minute break.

Carried

RECONVENED MEETING:

10:15 a.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

IN-CAMERA:

2021-02-24-009 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council moves in-camera to discuss human resources 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:

2021-02-24-010 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council rises from the in-camera discussion.

Carried

11:35 a.m. Aaron Neilly entered Council Chambers to discuss Civil Engineer Technologist Report.

11:48 a.m. Roy Johnson entered Council Chambers to discuss Public Works Report.

11-3.2 MUNICIPAL ROAD MAINTENANCE POLICY 300-19:

2021-02-24-011 NOETH: That the R.M. of Frenchman Butte No. 501 Council approve Municipal Road Maintenance Policy 300-19 a copy is attached to and forms part of these minutes as Appendix D Municipal Road Maintenance Policy 300-19.

Carried

11-4 AWARD 2021 CULVERT SUPPLY & DELIVERY REQUEST FOR QUOTE:

2021-02-24-012 YOUNG: That the R.M. of Frenchman Butte No. 501 Council awards the *2021 Culvert Supply & Delivery Request For Quote* to Prairie Steel Products Ltd., Clavet, SK. for the amount of \$69,969.14 plus applicable taxes.

Carried

RECESS MEETING:

2021-02-24-013 NOETH: That the R.M. of Frenchman Butte No. 501 Council recess for a 60 minute break.

Carried

RECONVENED MEETING:

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

13-3 2021 TIRE PURCHASES:

2021-02-24-014 LARRE: That the R.M. of Frenchman Butte No. 501 Council authorizes the following dealer for tire purchases until March 31, 2022:

- Kal Tire for grader, loader, skidsteer, tractors, and the Ford F550 tire purchases.

Carried

13-3 2021 TIRE PURCHASES:

2021-02-24-015 NOETH: That the R.M. of Frenchman Butte No. 501 Council authorizes the following dealer for tire purchases until December 31, 2021:

- Fort Pitt Tire/North Shore Tire for trailers, backhoe, semis and all


Reeve

1:45 p.m. Aaron Neilly left Council Chambers and did not return.
1:46 p.m. Roy Johnson left Council Chambers.

6-1 STAFF/COMMITTEE REPORTS:

2021-02-24-016 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council acknowledge written and verbal reports presented by Chief Administrative Officer, Allison Roschker and Civil Engineer Technologist, Aaron Neilly and verbal report provided by Public Works Foreman, Roy Johnson.
Carried

13-1 PUBLIC MEETING – DISCRETIONARY DEVELOPMENT PERMIT NE-14-53-24-W3M:

2:00 p.m. Reeve Hougham declared the Public Meeting open to discuss Discretionary Development Permit NE-14-53-24W3M.
There were no individuals in attendance expressing concerns regarding the proposed development.
Written submissions were received in regards to proposed development.

2:15 p.m. Public Hearing was closed by Reeve Hougham.

13-2 SUBDIVISION PUBLIC MEETING NE-24-53-28-W3M.:

2:15 p.m. Public Meeting Subdivision NE-24-53-28-W3M. No written submissions were received and there were no in person attendees regarding NE-24-53-28-W3M.

2:18 p.m. Public Hearing was closed by Reeve Hougham

13-1 DEVELOPMENT PERMIT NE-14-53-24-W3M:

2021-02-24-017 YOUNG: That the R.M. of Frenchman Butte No. 501 Council approves the *Application for a Development Permit* submitted by The R.M. of Frenchman Butte No. 501, January 29, 2021 for an agriculture discretionary use on NE-14-53-24-W3M to construct a Gravel Pit per R.M. of Frenchman Butte No. 501 Zoning Bylaw 2015-12.

The issuance of this permit is subject to the following conditions:

1. Gravel crushing/screening can only occur Monday – Friday between the hours of 7:00 a.m. – 7:00 p.m. unless prior approval is obtained by land owners within 1.6 kilometers (1 mile).
2. Signed agreement providing for continuous site reclamation, the agreement to be protected by registration of an interest on title that runs with the land.
3. Site design and access shall accommodate large truck traffic.
4. Adequate signage must be present on the haul road at the quarry approach.

Carried

13-2 SUBDIVISION-REMOVAL OF PARCEL TIE APPLICATION, NE-24-53-28-W3M:

2021-02-24-018 NOETH: That the R.M. of Frenchman Butte No. 501 Council recommends approval of the Subdivision-Removal of Parcel Tie Application of Ministry of Agriculture Lands Branch that proposes the creation of two (2) new parcels, Parcel 164118461 & 164118472 within the NE-24-53-28-W3M.

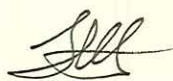
Carried

11-2 MINISTRY OF AGRICULTURE - LANDS BRANCH APPLICATION TO PURCHASE AGRICULTURAL LEASE LAND, NE-34 & NW-35-54-23-W3M:

2021-02-24-019 GORY: That the R.M. of Frenchman Butte No. 501 Council directs the CAO to sign the *Ministry of Agriculture – Lands Branch Application to Purchase Agricultural Lease Land*, lease number 91370, NE-23 & SW-24-55-25-W3M for applicant Dennis and Bonnie Boser.

Carried

2:53 p.m. Daniel Harges, Lyle Stockman, Andy Noeth, Roy Johnson, and Logan Spence, entered Council Chambers to discuss Human Resources.



Reeve

IN-CAMERA:

2021-02-24-020
2:55 p.m.

FISCHER: That the R.M. of Frenchman Butte No. 501 Council moves in-camera to discuss human resources 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

3:30 p.m.

Daniel Harges, Lyle Stockman, Andy Noeth, Roy Johnson, and Logan Spence left Council Chambers and did not return.

OUT-OF-CAMERA:

2021-02-24-021
3:46 p.m.

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

Carried

9-1 MEMORANDUM OF AGREEMENT-JOSEPH & MARY ANNE KURJATA NW-04-54-22-W3:

2021-02-24-022

FISCHER: That the R.M. of Frenchman Butte No. 501 Council authorizes the Reeve and Administrator to sign the *Memorandum of Agreement* with Joseph & Mary Anne Kurjata, dated February 10, 2021. The Memorandum of Agreement allows the Lessee to store and access a grader, various tools, blades, grease, oil and fuel on NW-04-54-22-W3, for a period of 4 years commencing February 10, 2021 and ending on April 30, 2025. An annual payment of \$500.00 will be paid the first week of June each year to the Lessor.

Carried

12-2 PRESENTATION OF THE LIST OF LANDS IN ARREARS:

2021-02-24-023

GORY: That R.M. of Frenchman Butte No. 501 Council directs the treasurer/administrator to not include in the *List of Lands in Arrears* any property that the amount of taxes in arrears does not exceed one half of the 2020 year's levy with respect to land.

The Tax Enforcement Act, Section 3(3) The council of a municipality may, by resolution, direct the treasurer not to include in the list land in respect of which the amount of taxes in arrears does not exceed one half of the immediately preceding year's tax levy with respect to that land

Carried

2021-02-24-024

HRITZUK: That the R.M. of Frenchman Butte No. 501 Council acknowledge the *List of Lands in Arrears* as presented to the head of Council in accordance with *Section 3 of The Tax Enforcement Act*.

Carried

4-1 DECEMBER 2020 STATEMENT OF FINANCIAL ACTIVITIES - DETAILED:

2021-02-24-025

YOUNG: That the R.M. of Frenchman Butte No. 501 Council acknowledges the December 2020 month end Statement of Financial Activities - Detailed which is attached to and forms part of these minutes as Appendix C Statement of Financial Activities for the period ending December 31, 2020.

Carried


13-4 BOARD OF REVISION APPOINTMENTS 2021:

2021-02-24-026

LARRE: That the R.M. of Frenchman Butte No. 501 Council appoints the following to the Board of Revision, for a term commencing February 24, 2021 and expiring December 31, 2021:

- Clint Krismer;
- Gord Krismer;
- Christina Krismer;
- Jeff Hutton;
- Kirby Bodnard;
- Charmaine Luscombe;
- Cam Duncan;
- Brenda Lauf;
- Dave Lang; and
- Gail Wartman.

Carried


Reeve

13-4 SECRETARY TO THE BOARD OF REVISION 2021:

2021-02-24-027 FISCHER: That the R.M. of Frenchman Butte No. 501 Council appoints the following to act as the Secretary to the Board of Revision, February 24, 2021 and expiring December 31, 2021 as per Section 221 (1) (a) of the Municipalities Act, S.S. 2005, C. M-36.1:

- Vanessa Nasby

Carried

13-5 DEVELOPMENT APPEALS BOARD APPOINTMENT 2021:

2021-02-24-028 FISCHER: That the R.M. of Frenchman Butte No. 501 Council appoints the following to the Development Appeals Board, for a term commencing February 24, 2021 and expiring December 31, 2021:

- Clint Krismer;
- Gord Krismer;
- Christina Krismer;
- Jeff Hutton;
- Kirby Bodnard;
- Charmaine Luscombe;
- Cam Duncan;
- Brenda Lauf;
- Dave Lang; and
- Gail Wartman.

Carried

13-5 SECRETARY TO THE DEVELOPMENT APPEALS BOARD 2021:

2021-02-24-029 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council appoints Crystal Schaan as Secretary to the Development Appeals Board, commencing February 24, 2021 and expiring December 31, 2021.

Carried

13-5 REMUNERATION 2021 BOARD MEMBERS:

2021-02-24-030 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council compensates the Development Appeals Board and the Board of Revision appointees for 2021 at the following rates:

- Hearings - Daily Rate (4 – 8 hours) \$1350;
- Hearings – ½ Day (2 – 4 hours): \$675;
- Hearings – Minimum (less than 2 hours): \$450;
- Written Decisions: \$75.00 / hour;
- Secretarial Duties: \$35.00 / hour (if not RM staff);
- Meals \$45 /day per Board member (\$10/\$15/\$20, bkfst/lunch/supper);
- Accommodations, actual using a nearby modest, clean facility.

Carried

13-7 LETTER OF SUPPORT – XPLORNET:

2021-02-24-031 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the Letter of Support in regards to Xplornet's proposal to the Universal Broadband Fund's Infrastructure Project within the Rural Municipality of Frenchman Butte No. 501.

Carried

EXTEND MEETING:

2021-02-24-032 LARRE: That the R.M. of Frenchman Butte No. 501 Council extend meeting.

Carried Unanimously

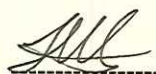
RECESS MEETING:

2021-02-24-033 NOETH: That the R.M. of Frenchman Butte No. 501 Council recess
4:57 p.m. for a 10 minute break.

Carried

RECONVENED MEETING:

5:06 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.


Reeve

13-6 RCMP MONTHLY REPORT:

2021-02-24-034 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council acknowledges the written November 2020 – January 2021 Enhanced Officer Report as submitted by Constable Justin Finlay.

Carried

5:47 p.m. Councillor Gory left Council Chambers and did not return.

14-1 CORRESPONDENCE – FEBRUARY 24, 2021:

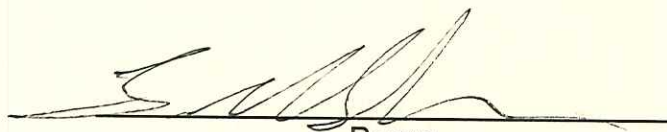
2021-02-24-035 NOETH: That the R.M. of Frenchman Butte No. 501 Council accepts the February 24, 2021 correspondence as information to be filed as presented to Council, outlined in Appendix B.

Carried

15-1 ADJOURNMENT:

2021-02-24-036 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council adjourns this Regular Meeting of Council at 5:55 p.m.

Carried


Reeve


Chief Administrative Officer


Reeve



Incorporated

R.M. of Frenchman Butte No. 501

POLICY TITLE Municipal Road Maintenance Policy		ADOPTED BY RM Council Resolution No. 2021-02-24-011 EFFECTIVE DATE February 24, 2021	POLICY NO. 300-19
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended: Rescinded:	Resolution No. Resolution No.

1.0 PURPOSE:

Whereas the Council of the Rural Municipality of Frenchman Butte shall establish guidelines and standards to be used in maintaining various classifications of Roadways. Actual maintenance activities may vary due to changes in traffic patterns, weather patterns and other environmental influences.

2.0 DEFINITIONS:

- 2.1. Council: Shall mean the council of the Rural Municipality of Frenchman Butte No. 501
2.2. RM: Shall mean the Rural Municipality of Frenchman Butte No 501

3.0 POLICY:

3.1. HEAVY HAUL/HIGH VOLUME ROAD (HH/HV)

3.1.1. Regravelling

- On average, each mile of road should be regravelled annually, at a rate of 250 cubic yards per mile.
- An additional 50 cubic yards per mile shall be allocated each year to provide for spot repairs and patch gravelling.
- Actual rates and frequencies of gravel applications may vary due to traffic loads and weather conditions.

3.1.2. Grading

- The frequency and rate for Heavy Haul/High Volume Road winter and summer blading shall be on average one to two times a week.
- Actual frequency and rate will be dictated by weather, traffic volumes and general road conditions.

3.2. PRIMARY GRID ROAD (PG)

3.2.1. Regravelling

- On average, each mile of Primary Grid Road should be regravelled annually, at a rate of 200 cubic yards per mile.
- An additional 20 cubic yards per mile shall be allocated each year to provide for spot repairs and patch gravelling.

3.2.2. Grading

- The frequency rate for Primary Grid Road winter and summer blading shall be on average once weekly to once every two weeks.



POLICY TITLE

Municipal Road Maintenance Policy

3.3. GRID ROAD (G)

3.3.1. Regravelling

- On average, each mile of Grid Road should be regravelled annually, at a rate of 100 cubic yards per mile.
- An additional 10 cubic yards per mile shall be allocated each year to provide for spot repairs and patch gravelling.

3.3.2. Grading

- The frequency rate for Grid Road winter and summer blading shall be on average once every two weeks.
- Actual frequency and rate will be dictated by weather, traffic volumes and general road conditions.

3.4. INTERNAL COMMERCIAL/INDUSTRIAL SUBDIVISION ROAD (ICS/IIS)

3.4.1. Regravelling

- Where no calcium chloride or other hard surfacing treatment has been applied, each mile of road should be regravelled annually at the rate of 75 cubic yards per mile.

3.4.2. Hard Surface Refurbishment

- Additional gravel and/or calcium chloride shall be applied on an annual basis as required to keep a dust free and smooth road surface in place.

3.4.3. Grading

- The winter and summer blading frequency rate for Commercial/Industrial Roads without surfacing treatment shall be approximately once weekly to once every two weeks.
- Actual frequency and rate will be dictated by weather, traffic volumes and general road conditions.

3.5. INTERNAL RESIDENTIAL SUBDIVISION ROAD (IRS)

3.5.1. Regravelling

- Where no calcium chloride or other hard surfacing treatment has been applied, each mile of road should be regravelled annually at the rate of 75 cubic yards per mile.

3.5.2. Hard Surface Refurbishment

- Additional gravel and/or calcium chloride shall be applied on an annual basis as required to keep a dust free and smooth road surface in place.

3.5.3. Grading

- The winter and summer blading frequency rate for Residential Roads without surfacing treatment shall be approximately once weekly to once every two weeks.
- Actual frequency and rate will be dictated by weather, traffic volumes and general road conditions.

3.6. MAIN FARM ACCESS ROAD (MFA)

3.6.1. Regravelling

- Farmland Access Roads would receive minimal amounts of gravel where it is deemed necessary.
- Elimination material, minus 2" pit run or other substandard gravel may be used to minimize costs while providing a useable road surface.



POLICY TITLE

Municipal Road Maintenance Policy

3.6.2. Grading

- The frequency and rate for Farmland Access Roads for winter and summer blading shall be on average once monthly to once every two months or on an as-needed basis.
- Actual frequency and rate will be dictated by weather, traffic volumes and general road conditions.

3.7. ALTERNATIVE MAIN FARM ACCESS ROAD (AMFA)

3.7.1. Regravelling

- Farmland Access Roads would receive minimal amounts of gravel where it is deemed necessary.
- Elimination material, minus 2" pit run or other substandard gravel may be used to minimize costs while providing a useable road surface.

3.7.2. Grading

- The frequency and rate for Farmland Access Roads for winter and summer blading shall be on average once monthly to once every two months or on an as-needed basis.
- Actual frequency and rate will be dictated by weather, traffic volumes and general road conditions.

3.8. GRAVELLING PROGRAM

- 3.8.1. Annual gravelling operations are to be carried out under the direction of the Public Works Forman in consultation with the Civil Engineer Technologist.
- 3.8.2. Gravelling requirements for each road classification defined in clauses 3.1 to 3.7 are subject to changes following an inspection completed by the Public Works Forman and Civil Engineer Technologist.
- 3.8.3. Inspections will be required prior to the annual gravelling operation.

3.9. GRADING PROGRAM

- 3.9.1. As early as possible every year and prior to the annual spread of gravel, all roads must be graded with the main purpose of bringing all gravel from the sides and spreading on the driving surface. Shaping and preparing gravel roads shall follow the below procedure.
 - Scarify surface to the depth and width necessary to reshape the surface and remove all surface defects.
 - Pull material up from the outside shoulder edge of the road surface using care not to contaminate the gravel material with sod or mud. If necessary, ensure that vegetation on or near shoulders is cut short. (Gravel pushed off during winter operations may be retrievable.)
 - Add new traffic gravel, as required.
 - Shape the surface to provide a crowned roadway surface with a 4% crossfall (1/2 inch drop per foot of shoulder width).
 - Maintain road width as per Road Construction Policy 300-20
 - Once properly shaped, compact and tight blade the road surface.
 - Maintain the surface with routine grading.
- 3.9.2. Routine grading of gravel roads shall follow the below procedure.
 - Lightly scarify surface to the depth and width necessary.
 - Spread material uniformly across the travelling surface.



POLICY TITLE

Municipal Road Maintenance Policy

- Maintain a crowned roadway surface with a 4% cross slope (1/2 inch drop per foot of width).
- Ensure that all material is distributed uniformly across the roadway. Do not leave small windrows of surplus material at the shoulder edge.
- 3.9.3. Roadway should be crowned to provide proper drainage. The surface should be relatively free of potholes and washboard. The traffic gravel should be well mixed with little segregation of coarse material.
- 3.9.4. Additional traffic gravel will be required when there is insufficient good granular material to properly reshape the surface or if the existing surface material contains in excess of 25% fines. (Fines is defined as the % by mass of material passing the 2.0mm sieve.)
- 3.9.5. Grading must be carried right up to freeze up to ensure the roadway is in the best condition possible for the winter.

3.10. PAVED ROADWAYS

- 3.10.1. Paved Roadways may be types of roadways as defined in clauses 3.1, 3.2, 3.4, or 3.5 above.
- 3.10.2. The objective for Paved Winter Maintenance is to remove snow and ice from the road surface as quickly as possible, with the appropriate equipment and materials to achieve this result. Time frames for removal will vary depending on the severity and duration of the storm.
- 3.10.3. The objective of Paved Summer Maintenance is to preserve the paved roads, to minimize pot holes, and premature pavement failures. Summer maintenance shall include pot hole repair, as soon as possible, considering the time of year; yearly Crack Sealing Program, to prevent water from entering into the road and causing structural failure; surface and/or spray patching repairs to the roadway, to prevent premature failure to the surface and provide a better quality of ride for the public; and painting of which includes the centerlines and alternating shoulder lines on an as-needed basis.
- 3.10.4. During snow removal on paved roadways, all notched and picked blades are prohibited.

3.11. ROADSIDE MOWING PROGRAM

- 3.11.1. Once a year, each roadway (approximately 450 km) will be the subject of a full cut right-of-way mowing.
- 3.11.2. In the interest of fairness, and consistency, the priority for mowing shall be rotated on a yearly basis between divisions.

4.0 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 February 24, 2021 and shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.