

Minutes of the Regular Meeting of the R.M. of Frenchman Butte No. 501, held at Council Chambers located at PT SW 11-53-24 W3 on Wednesday, December 8, 2021 at 9:00 a.m.

COUNCIL PRESENT:

Reeve	Tom S. Hougham
Division 1	Leonard Larre
Division 2	Dan Hritzuk
Division 3	Owen Fischer
Division 4	Ronald Gory @ 9:27 a.m.
Division 5	Gay Noeth

COUNCIL ABSENT:

Division 6	Claus Young
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STAFF PRESENT:

Allison Roschker, Chief Administrative Officer
Vanessa Nasby, Administrative Assistant
Aaron Neilly, Infrastructure Manager @ 10:09 a.m.
Dan Fedirko, Public Works Foreman @ 10:09 a.m.

GUESTS:

Staff Sergeant Ken Burnouf @ 11:30 a.m.

CALLED TO ORDER:

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

1-1 DECEMBER 8, 2021 AGENDA ADDITIONS:

2021-12-08-001 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves adding the following to the December 8, 2021 Agenda:

- 5-4 Cory Contracting Ltd. Force Account
- 13-10 Crop Damage Policy 300-03

Carried Unanimously

1-1 DECEMBER 8, 2021 AGENDA:

2021-12-08-002 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council approves the December 8, 2021 Agenda to be used as a guideline.

Carried

2-1 NOVEMBER 24, 2021 MINUTES:

2021-12-08-003 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the November 24, 2021 minutes as presented.

Carried


4-1 NOVEMBER 2021 BANK RECONCILIATION:

2021-12-08-004 NOETH: That the R.M. of Frenchman Butte No. 501 Council acknowledges the November 2021 month end Bank Reconciliation balances as follows:

Chequing Account Operating	\$	875,601.95
St. Walburg Health Account	\$	2,310.15
Turtleford Health Account	\$	7,980.52
St. Walburg Rail Account	\$	107,381.76
Online Banking Account	\$	0.07
Term Deposits (0.25%-3.45% Expiring 31-Jan-22 to 31-Jan-25)	\$	2,756,952.27
Term Deposits (2.45% Expiring 15-Apr-22)	\$	5,429,919.20
Term Deposits (2.5% Expiring 23-Apr-22)	\$	2,666,807.35
Total Cash in Bank as of November 30, 2021	\$	11,846,953.27
Petty Cash	\$	200.00
Total Cash and Short-Term Investments	\$	11,847,153.27

Carried


Reeve


CAO

5-1 PAYROLL- PP2021-25:

2021-12-08-005 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **November 21, 2021 – December 4, 2021 and Council Remuneration for November 2021. Authorization #021344 direct deposit dated December 10, 2021 totaling \$26,506.30.**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix A Salaries and Wages November 21, 2021 – December 4, 2021.**

Carried

5-2 COUNCIL REMUNERATION:

2021-12-08-006 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council approves the electronic payment of November 2021 Council Remuneration for the following amounts less deductions on December 24, 2021:

• Reeve Hougham	\$776.40
• Councillor Larre	\$566.00
• Councillor Hritzuk	\$894.20
• Councillor Fischer	\$784.80
• Councillor Gory	\$890.00
• Councillor Noeth	\$1,425.80
• Councillor Young	\$584.48

Carried

5-4 CORY CONTRACTING LTD. FORCE ACCOUNT:

2021-12-08-007 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council approves the force account for out of scope equipment use in the amount of \$5,115.00 plus applicable taxes for the Winkler Road Contract No. ST205011.

Carried

9:22 a.m. Councillor Fischer declared a possible conflict of interest due to being the business owner of invoice being discussed in next agenda item and left Council Chambers.

5-3 ACCOUNTS – DECEMBER 8, 2021:

2021-12-08-008 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council approves the following payment dated December 8, 2021:

• Owen Fischer Melanie Fischer Cheque #30034 Totaling **\$131.25**
Carried

9:26 a.m. Councillor Fischer entered Council Chambers.

9:27 a.m. Councillor Gory entered Council Chambers.

5-3 ACCOUNTS – DECEMBER 8, 2021:

2021-12-08-009 GORY: That the R.M. of Frenchman Butte No. 501 Council approves the following payments as per *List of Accounts for Approval* dated December 8, 2021:

• 30014 to 30033, 30035 to 30054 Totaling **\$949,185.43**
Carried

RECESS MEETING:

2021-12-08-010 FISCHER: That the R.M. of Frenchman Butte No. 501 Council recess
9:59 a.m. for a 10 minute break.

Carried


RECONVENED MEETING:

10:09 a.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

Carried

10:09 a.m. Aaron Neilly and Dan Fedirko entered Council Chambers to discuss Public Works Report.


Reeve


CAO

10:51 a.m. Dan Fedirko left Council Chambers.

6-2 HIRING LEGAL REPRESENTATIVE:

2021-12-08-011 NOETH: That the R.M. of Frenchman Butte No. 501 Council authorizes the Infrastructure Manager to seek legal advice regarding removing the portion of road at Station 7+400 to 8+700 (Pipestone Creek) from Carmack's Enterprises Ltd. Contract No. RM501-2020-1.
Carried

11-2.1 RURAL INTEGRATED ROADS FOR GROWTH AMENDMENT:

2021-12-08-012 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the amendments made by the RIRG between the R.M. of Frenchman Butte No. 501 and RIRG for the following changes:
• AMENDEMENT TO THE 2021 RIRG AGREEMENT
It is understood and agreed to that Clause 2.2 of the agreement signed by the RIRG and between the R.M. of Frenchman Butte No. 501 on July 14, 2021 has been changed as follows:
2.2 SARM's total contribution to the Project shall not exceed \$500,000.
Carried

11-2.1 RURAL INTEGRATED ROADS FOR GROWTH AMENDMENT:

2021-12-08-013 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the amendments made by the RIRG between the R.M. of Frenchman Butte No. 501 and RIRG for the following changes:
• AMENDEMENT TO THE 2020 RIRG AGREEMENT
It is understood and agreed to that Clause 1.1 d) of the agreement signed by the RIRG and between the R.M. of Frenchman Butte No. 501 on August 18, 2021 has been changed as follows:
d) "Project" means the Base and Subbase project on a municipal road located in N 29, 30-52-23 W3M; Through 35, 36-52-24 W3M in the Municipality.
Carried

11:29 a.m. Aaron Neilly left Council Chambers.
11:30 a.m. Staff Sergeant Ken Burnouf entered Council Chambers to discuss Enhanced Policing Report.
11:55 a.m. Staff Sergeant Ken Burnouf left Council Chambers.

13-1 RCMP MONTHLY REPORT:

2021-12-08-014 LARRE: That the R.M. of Frenchman Butte No. 501 Council acknowledges the November 2021 Enhanced Officer Report as presented by Staff Sergeant Ken Burnouf.
Carried

RECESS MEETING:

2021-12-08-015 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council recess
12:00 p.m. for a 60 minute break.
Carried


RECONVENED MEETING:

12:59 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.
Carried

13-4 BOARD OF REVISION:

2021-12-08-016 GORY: That the R.M. of Frenchman Butte No. 501 Council approves retaining Western Municipal Consulting Ltd. for \$250.00 per year and authorizes the Reeve and C.A.O. to sign service agreement with Western Municipal Consulting Ltd. for Board of Revision and Development Appeals Board.
Carried


Reeve


CAO

6-1 STAFF/COMMITTEE REPORTS:

2021-12-08-017 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council acknowledges written and verbal reports presented by Chief Administrative Officer, Allison Roschker, Infrastructure Manager, Aaron Neilly and Public Works Foreman, Dan Fedirko.

Carried

2:46 p.m. Councillor Larre left Council Chambers due to conflict of interest.

13-10 CROP DAMAGE PAYMENT:

2021-12-08-018 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council approves the payment of crop damage to land purchased by the RM of Frenchman Butte No. 501 prior to seeding the right of way for road construction.

Defeated

2:53 p.m. Councillor Larre entered Council Chambers.

RECESS MEETING:

2021-12-08-019 NOETH: That the R.M. of Frenchman Butte No. 501 Council recess for a 10 minute break.

Carried

RECONVENED MEETING:

3:39 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

Carried

13-2 COMMUNIPLEX FUNDRAISING GROUP EVENT HOSTING GRANT:

2021-12-08-020 LARRE: That the R.M. of Frenchman Butte No. 501 Council as per motion 2021-03-31-028 award the Event Hosting Grant to the Communiplex Fundraising Group in the amount of \$250.00.

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

Carried

13-3 HAMLET OF FRENCHMAN BUTTE OUTSTANDING UTILITIES – 30 DAY NOTICE:

2021-12-08-021 NOETH: That the R.M. of Frenchman Butte No. 501 Council pursuant to Section 369 of The Municipalities Act authorizes Administration to send required notice by registered mail to customers with unpaid Hamlet Sewer, Structure, Water and Garbage Fees advising them outstanding fees will be added to tax roll; and after notice expiry date any outstanding accounts will be added to the tax roll.

Carried

13-4 HAMLET MONTHLY WATER REPORT:

2021-12-08-022 FISCHER: 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 November 2021 and instructs Administration to place a copy of the report on file for future reference.

Carried

13-5 AMENDED SNOW PLOUGHING OF PRIVATE DRIVEWAYS POLICY 300-11:


2021-12-08-023 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council approves the amended 300-11 Snow Ploughing of Private Driveways Policy and a copy is attached to and forms part of these minutes.


Carried

13-6 AMENDED CULVERT SALES POLICY 300-13:

2021-12-08-024 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the amended 300-13 Culvert Sales Policy and a copy is attached to and forms part of these minutes.

Carried


Reeve


CAO

13-8 BYLAW 2021-15 A BYLAW TO ESTABLISH A FEE TO APPEAL ASSESSMENTS:

2021-12-08-025 LARRE: That the R.M. of Frenchman Butte No. 501 Bylaw 2021-15 A Bylaw to Establish a Fee to Appeal Assessments, be read a first time.
Carried

2021-12-08-026 HRITZUK: That the R.M. of Frenchman Butte No. 501 2021-15 Bylaw A Bylaw to Establish a Fee to Appeal Assessments, be read a second time.
Carried

2021-12-08-027 GORY: That the R.M. of Frenchman Butte No. 501 2021-15 Bylaw A Bylaw to Establish a Fee to Appeal Assessments, be given three readings at this meeting.
Carried Unanimously

2021-12-08-028 FISCHER: That the R.M. of Frenchman Butte No. 501 Bylaw 2021-15 A Bylaw to Establish a Fee to Appeal Assessments, be read a third time and passed.
Carried

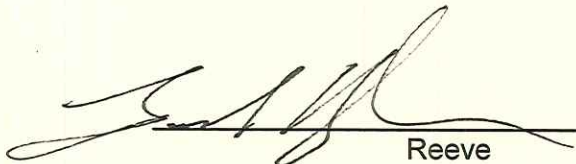
4:46 p.m. Councillor Gory left Council Chambers.

14-2 CORRESPONDENCE – DECEMBER 8, 2021:

2021-12-08-029 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council accepts the December 8, 2021 correspondence as information to be filed as presented to Council, outlined in Appendix C.
Carried

15-1 ADJOURNMENT:

2021-12-08-030 FISCHER: That the R.M. of Frenchman Butte No. 501 Council adjourns this Regular Meeting of Council at 4:50 p.m.
Carried


Reeve


Chief Administrative Officer


Reeve


CAO

Assessment Appeal Fees Bylaw

RURAL MUNICIPALITY OF FRENCHMAN BUTTE NO. 501

BYLAW NO. 2021-15

A BYLAW TO ESTABLISH A FEE TO APPEAL ASSESSMENTS

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

1. This bylaw may be referred to as the “Assessment Appeal Fee Bylaw”.
2. In this bylaw:
 - a) “Act” shall mean “*The Municipalities Act*”;
 - b) “Board” shall mean the
 - i) Board of Revision established by the Municipality; or
 - ii) District Board of Revision which has been created by the Municipality in partnership with other municipalities;
 - c) “Municipality” shall mean the Rural Municipality of Frenchman Butte No. 501;
 - d) “Secretary” shall mean the Secretary to the (District) Board of Revision.
3. A person desiring to appeal their assessment to the Board shall file their appeal in the form prescribed in the Act on or before the last date on which appeals can be lodged as indicated:
 - a) within the notice required by Section 217 of the Act; or
 - b) on the notice of assessment required by Sections 215 and 219 of the Act.
4. The following classes of properties and fees are established for the purpose of filing an appeal to the Board:

<u>Property Class and Values</u>	<u>Fee Per Assessment Number</u>
Residential	\$75.00
Seasonal Residential	\$75.00
Multi-Unit Residential	\$75.00
Agricultural – Non-arable	\$75.00
Agricultural - Arable	\$75.00
Commercial and Industrial	
Where the Fair Value Assessment is \$499,999 or less	\$300.00
Where the Fair Value Assessment is more than \$499,999 and less than \$1,000,000	\$600.00
Where the Fair Value Assessment is \$1,000,000 or more	\$800.00
Elevators	\$800.00
Railway Right of Way and Pipeline	\$800.00

5. The applicable fee shall be payable to the Municipality and may be paid at the time of filing the appeal and in any event no later than the final date for lodging an appeal with the Board.
6. Where an appellant fails to pay the applicable fee pursuant to Sections 4 and 5 of this bylaw, the appeal is deemed to be dismissed.
7. The Municipality shall refund any fee that was submitted by the appellant if:
 - a) the appeal is successful either in whole or in part by decision of either the Board or the Assessment Appeal Committee of the Saskatchewan Municipal Board;
 - b) the appeal is not filed by the Secretary of the Board;
 - c) the appeal is withdrawn in accordance with Section 227 of the Act; or
 - d) an agreement is entered into pursuant to Section 228 of the Act.
8. A fee of \$75.00 per appeal is hereby established for any person who desires to be involved as a party in a hearing before the Board.
9. A fee of \$75.00 per appeal is hereby established for any person who wishes to obtain copies of the Board’s decision and other documents.

10. The fees referenced in Sections 8 and 9 of this bylaw are payable to the Municipality.

11. Bylaw #97-03 is hereby repealed.



Read a third time and adopted
this 8th day of December, 2021



Reeve



Chief Administrative Officer



Incorporated

R.M. of Frenchman Butte No. 501

POLICY TITLE Culvert Sales Policy		ADOPTED BY RM Council Resolution No. 2018-09-26-024 EFFECTIVE DATE: September 26, 2018	POLICY NO. 300-13
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended: December 8, 2021 Rescinded:	Resolution No. 2021-12-08-024 Resolution No.

1. **PURPOSE:**

To ensure that Rate-Payers are being charged a fair price for new and used culverts, as such that the sale of the culverts to Rate-Payers will not be abused by Rate-Payers. New culverts are required in the municipal right of way to ensure that the municipality will not have to replace the culverts shortly after installation.

2. **DEFINITIONS:**

2.1 **CAO:** Means the Chief Administrative Officer of the Rural Municipality of Frenchman Butte No. 501

2.2 **Council:** Means Council for the Rural Municipality of Frenchman Butte No. 501.

2.3 **Rate-Payer:** tax payer or resident of the R.M.

2.4 **R.M.:** shall mean the Rural Municipality of Frenchman Butte No. 501

3.0 **SCOPE:**

3.1 Charges for new culverts

3.2 Charges for used culverts

4.0 **POLICY:**

4.1 New and used culverts may be sold to Rate-Payers at the discretion of the Infrastructure Manager or Public Works Foreman.

4.2 Culverts sold must be for use within the R.M., the Village of Paradise Hill or the Town of St. Walburg.

4.3 New culverts shall be sold at cost plus 10% for administration

4.4 Used culverts shall be sold at 30% of current purchase price.

5.0 **SPECIFIC REQUIREMENTS (if applicable)**

5.1 The RM reserves the right to refuse the sale of culverts if there is not adequate inventory on hand to meet the needs of the R.M.



Incorporated

R.M. of Frenchman Butte No. 501

POLICY TITLE

Culvert Sales Policy

6.0 EXCEPTIONS – (if applicable)

- 6.1 Oversized culverts (900 mm and larger) maybe sold at the discretion of the Public Works Foreman for a value not less than scrap metal price.

7.0 REPEALING:

This policy shall be administered and interpreted by the CAO; 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 September 26, 2018 and shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.



Incorporated

R.M. of Frenchman Butte No. 501

POLICY TITLE Snowploughing of Private Drives and Lanes Policy		ADOPTED BY RM Council Resolution No. 2018-02-28-015 EFFECTIVE DATE February 28, 2018	POLICY NO. 300-11
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended: January 9, 2019 July 24, 2019 December 8, 2021 Rescinded:	Resolution No. 2019-01-09-020 2019-07-24-027 2021-12-08-023 Resolution No.

1. **PURPOSE:**

To establish a policy by which fees will be charged for the snow ploughing of private drives and lanes

2. **DEFINITIONS:**

- 2.1 **CAO:** Means the Chief Administrative Officer of the Rural Municipality of Frenchman Butte No. 501.
- 2.2 **Council:** Means Council for the Rural Municipality of Frenchman Butte No. 501.
- 2.3 **Landowner:** Means the registered owner.
- 2.4 **Ploughing of Private Drives and Lanes:** Shall mean one pass going into property and one pass exiting property. It does not include additional clearing of yard etc.
- 2.5 **Private Drives and Lanes:** Means a driveway or access lane that is located on property owned by a ratepayer and is not within or on a road allowance.
- 2.6 **RM:** Shall mean the R.M of Frenchman Butte No. 501.

3.0 **SCOPE:**

- 3.1 Fees and regulations by which private drives and lanes will be snowploughed occasionally.
- 3.2 Fees and regulations by which private drives and lanes will be snowploughed on a regular basis.

4.0 **POLICY:**

- 4.1 Before any snowploughing will take place, the landowner shall sign an annual *Custom Work Waiver Form*.
- 4.2 The landowner may telephone or email the RM office to request the driveway or lane be cleared of snow.



POLICY TITLE

Snowploughing of Private Drives and Lanes Policy

- 4.3 A fee of \$75.00 will be charged each time the driveway or lane is cleared.
- 4.4 Snowploughing will be completed when RM equipment is clearing snow from an adjacent RM roadway, or when it works best for the grader operator's schedule.
- 4.5 Landowners may request that their driveway or lane be cleared every time the RM equipment is snowploughing the adjacent RM road. A *Custom Work Waiver Form* must be completed annually and they will be invoiced \$75.00 each time their private driveway or lane is snowploughed unless notice is received that they wish to discontinue this service.
- 4.6 Snowploughing of custom requests, ie: seasonal roads, grain bins, or corrals may be completed when time permits or when it works best for the grader operator's schedule. Custom requests will be charged to whomever calls in the work.
- 4.7 This policy shall be reviewed from time to time and shall continue until such time as this policy is repealed by resolution of Council.

5.0 EXCEPTIONS – (if applicable)

- 5.1 Where it is more practical for grader to turn around within a yard rather than at the end of a dead-end road there will be no charge for snowploughing of driveway and lanes.
- 5.2 In the case where landowner does not reside within the RM, however the road fronting the property is maintained by the RM, snowploughing of driveway and lane requests will be invoiced to the municipality in which they reside.

6.0 REPEALING:

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

This policy shall be administered and interpreted by the CAO; 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 28, 2018 and shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.