

COUNCIL PRESENT:

Reeve	Tom S. Hougham
Division 1	Leonard Larre
Division 2	Carri Zeller
Division 3	Doug Trotsuk
Division 4	Ronald Gory
Division 5	Gay Noeth
Division 6	Evan Priest

STAFF PRESENT:

Crystal Schaan, Acting Administrator
Vanessa Nasby, Administrative Assistant
Dan Fedirko, Public Works @ 9:11 a.m.
Aaron Neilly, Infrastructure Manager @ 9:11 a.m.

DELEGATES:

Everette Ray, Bolney Bible Camp @ 1:01 p.m.

CALLED TO ORDER:

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

1-1 DECEMBER 11, 2024 AGENDA:

2024-12-11-001 ZELLER: That the December 11, 2024 Agenda be used as a guideline.

Carried

9:12 a.m. Dan Fedirko and Aaron Neilly entered Council Chambers to discuss Public Works Report.

13-6.1 BAR ENGINEERING PROJECT NO. 23MU-578600 CHANGE NO. 3:

2024-12-11-002 PRIEST: That the Scope Change No. 3 for the New Office Building be approved for the following changes:

- Site Servicing Credit for moving the septic tank closer to the building and utilizing R.M. supplied equipment, resulting in a credit of \$10,041.61

Carried

13-6.2 BAR ENGINEERING PROJECT NO. 23MU-578600 CHANGE NO. 4:

2024-12-11-003 LARRE: That the Scope Change No. 4 for the New Office Building be approved for the following changes:

- Septic Tank Effluent Pump Installation as per the proposed change, including supply and installation of all required mechanical and electrical components, at a cost of \$9,016.65.

Carried

13-6.3 BAR ENGINEERING PROJECT NO. 23MU-578600 CHANGE NO. 5:

2024-12-11-004 NOETH: That the Scope Change No. 5 for the New Office Building be approved for the following changes:

- Roofing Alternate Credit for changing to an alternate roofing system, resulting in a credit of \$15,615.88.

Carried

10:29 a.m. Aaron Neilly and Dan Fedirko left Council Chambers.

RECESS MEETING:

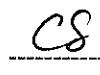
2024-12-11-005 PRIEST: That this meeting recess.
10:29 a.m.

Carried

RECONVENED MEETING:

10:38 a.m. The Regular Meeting of Council was reconvened by Reeve Hougham.


Reeve


AA

2-1 NOVEMBER 27, 2024 MINUTES:

2024-12-11-006 PRIEST: That the November 6, 2024 minutes be approved as presented.

Carried

4-1 NOVEMBER 2024 BANK RECONCILIATION:

2024-12-11-007 TROTZUK: That the November 2024 month end Bank Reconciliation balances be acknowledged as follows:

Chequing Account Operating	\$ 16,471,077.99
St. Walburg Health Account	\$ 2,375.70
Turtleford Health Account	\$ 8,234.26
Online Banking Account	\$ 11,850.76
Term Deposits (5.2% Expiring 31-Dec-25)	<u>\$ 596,423.93</u>
Total Cash in Bank as of November 30, 2024	\$ 17,089,962.64
Petty Cash	<u>\$ 200.00</u>
Total Cash and Short-Term Investments	<u>\$ 17,090,162.64</u>

Carried

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

2024-12-11-008 NOETH: That the November 30, 2024 month end Statement of Financial Activities – Detailed be acknowledged, which is attached to and forms part of these minutes as Appendix A.

Carried

5-1 PAYROLL- PP2024-25:

2024-12-11-009 LARRE: That the payroll accounts for the pay period **November 17, 2024 –November 30, 2024. Authorization #450 direct deposit dated December 6, 2024, totaling \$38,095.23 be approved.**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix B Salaries and Wages November 17, 2024 – November 30, 2024.**

Carried

5-2 ACCOUNTS – DECEMBER 11, 2024:

2024-12-11-010 GORY: That the following payments dated December 11, 2024 be approved.

- | | | |
|--------------------------|-----------------|---------------------|
| • Cheques 32869 to 32887 | Totaling | \$39,942.69 |
| • Other payments | Totaling | \$163,626.68 |

Total AP \$203,569.37

Carried

5-3 COUNCIL REMUNERATION:

2024-12-11-011 LARRE: That the electronic payment of November 2024 Council Remuneration for the following amounts less deductions on December 20, 2024 be approved:

- | | |
|----------------------|------------|
| • Reeve Hougham | \$2,333.50 |
| • Councillor Larre | \$925.50 |
| • Councillor Zeller | \$1,405.23 |
| • Councillor Trotzuk | \$1,333.80 |
| • Councillor Fischer | \$364.20 |
| • Councillor Gory | \$1,072.70 |
| • Councillor Noeth | \$1,756.90 |
| • Councillor Priest | \$931.80 |

Carried



Reeve



AA

13-7 BYLAW 2024-18 A BYLAW TO PROVIDE FOR ENTERING INTO A SERVICE AGREEMENT FOUNDING MEMBER WITH WEST YELLOWHEAD WASTE RESOURCE AUTHORITY INC.:

2024-12-11-012 PRIEST: That the Bylaw 2024-18, A Bylaw to Provide for Entering into a Service Agreement Founding Member with West Yellowhead Waste Resource Authority Inc., be read a first time.

Carried

2024-12-11-013 ZELLER: That the Bylaw 2024-18, A Bylaw to Provide for Entering into a Service Agreement Founding Member with West Yellowhead Waste Resource Authority Inc., be read a second time.

Carried

2024-12-11-014 NOETH: That the Bylaw 2024-18, A Bylaw to Provide for Entering into a Service Agreement Founding Member with West Yellowhead Waste Resource Authority Inc., be given three readings at this meeting.

Carried Unanimously

2024-12-11-015 ZELLER: That the Bylaw 2024-18, A Bylaw to Provide for Entering into a Service Agreement Founding Member with West Yellowhead Waste Resource Authority Inc., be read a third time and passed.

Carried

11:12 p.m. Councillor Trotzuk declared a conflict of interest in the next Agenda item and left Council Chambers.

6-1 SALARY GRID RECOMMENDATION:

2024-12-11-016 NOETH: That the following wage step increase be acknowledged:

- Vanessa Nasby from Administrative Assistant Salary Grid 3, Step 6 to Administrative Assistant Salary Grid 3, Step 7, effective December 8, 2024.

Carried

11:16 p.m. Councillor Trotzuk entered Council Chambers.

6-1 SALARY GRID RECOMMENDATION:

2024-12-11-017 PRIEST: That the following wage step increase be acknowledged:

- Shannon McLean from Infrastructure Assistant Salary Grid 6, Step 6 to Infrastructure Assistant Salary Grid 6, Step 7, effective December 8, 2024;

Carried

13-5 ECONOMIC INCREASE:

2024-12-11-018 PRIEST: That Council approves a \$2.25 per hour general economic wage increase effective the first pay period of 2025 to 900-01 Human Resources Policy Salary Grid Schedule "A" for 2025, which a copy is attached to and forms part of these minutes as Appendix C Base Pay Salary Grid.

Carried

13-8 ACTING ADMINISTRATOR TIME OFF:

2024-12-11-019 LARRE: That the Acting Administrator Absence Request 2024-01 be approved.

Carried

13-2 STAFF VACATION CARRY-OVER:

2024-12-11-020 PRIEST: That the presentation of vacation carry-overs as per Human Resources and Compensation Policy 900-01 be acknowledged.

Carried

6-1 STAFF/COMMITTEE REPORTS:

2024-12-11-021 ZELLER: That the written and verbal reports by Acting Administrator, Crystal Schaan, Public Works Foreman, Dan Fedirko and Infrastructure Manager, Aaron Neilly be acknowledged.

Carried



Reeve



AA

RECESS MEETING:

2024-12-11-022 PRIEST: That this meeting recess.
12:04 p.m.

Carried

RECONVENED MEETING:

1:00 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.
1:01 p.m. Everette Ray entered Council Chambers to discuss the Bolney Bible Camp Parcel.
1:16 p.m. Everette Ray left Council Chambers.

13-1 HAMLET MONTHLY WATER REPORT:

2024-12-11-023 TROTZUK: That the presentation of the Hamlet of Frenchman Butte Water Treatment Plant Monthly Report for November 2024 be acknowledged and instructs Administration to place a copy of the report on file for future reference.

Carried

13-4 MUNICIPAL REVENUE SHARING GRANT – DECLARATION OF ELIGIBILITY:

2024-12-11-024 ZELLER: That the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant and confirms:

- Submission of the 2023 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2023 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittances of Education Property Taxes;
- Adoption of Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of Council have filed and annually updated their Public Disclosure Statements, as required; and

That we authorize the Acting Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Carried

13-9 BYLAW 2024-19 A BYLAW TO PROVIDE FOR THE ISSUANCE OF PERMITS FOR THE PURPOSE OF BURNING WITHIN THE RURAL MUNICIPALITY:

2024-12-11-025 PRIEST: That the Bylaw 2024-19, A Bylaw to Provide for the Issuance of Permits for the Purpose of Burning Within the Rural Municipality, be read a first time.

Carried

2024-12-11-026 ZELLER: That the Bylaw 2024-19, A Bylaw to Provide for the Issuance of Permits for the Purpose of Burning Within the Rural Municipality, be read a second time.

Carried

2024-12-11-027 LARRE: That the Bylaw 2024-19, 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

2024-12-11-028 GORY: That the Bylaw 2024-19, 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



Reeve



AA

2:40 p.m. Councillor Priest declared conflict of interest in the next Agenda item and left Council Chambers.

13-3 PARADISE HILL EARLY LEARNING CENTRE CAPITAL GRANT:

2024-12-11-029 NOETH: That the R.M. of Frenchman Butte No. 501 Council as per motion 2024-01-24-029 award the Paradise Hill Early Learning Centre Capital Grant to a maximum \$5,000.00.

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

Carried

2:44 p.m. Councillor Priest entered Council Chambers.

14-1 CORRESPONDENCE – DECEMBER 11, 2024:

2024-12-11-030 PRIEST: That the December 11, 2024 correspondence as information to be filed as presented to Council, outlined in Appendix D be accepted.

Carried

2:45 p.m. Vanessa Nasby left Council Chambers.

RECESS MEETING:

2024-12-11-031 PRIEST: That this meeting recess.

2:45 p.m.

Carried

RECONVENED MEETING:

2:52 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham

13-6.4 BAR ENGINEERING PROJECT NO. 23MU-578600 CHANGE NO. 6:

2024-12-11-032 ZELLER: That the Scope Change No. 6 for the New Office Building be approved for the following changes:

- Additional baseboard heater wiring for electrical distribution boards (EDB) 17,18, and 19, at a cost of \$1,980.59.

Carried

2:58 p.m. Crystal Schaan left Council Chambers.

IN-CAMERA:

2024-12-11-033 ZELLER: That this meeting go 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:

3:38 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham

3:38 p.m. Crystal Schaan entered Council Chambers.

6-4 KNIBBS HR CONSULTING:

2024-12-11-035 TROTZUK: That Council approves KNIBBS HR Consulting to expand their scope of work.


Carried

15-1 ADJOURNMENT:


2024-12-11-036 LARRE: That this Regular Meeting of Council at 3:49 p.m. be adjourned.

Carried


Reeve


Acting Administrator


Reeve


AA

R.M. OF FRENCHMAN BUTTE NO. 501

BYLAW NO 2024-18

**A BYLAW TO PROVIDE FOR ENTERING INTO A SERVICE AGREEMENT -
FOUNDING MEMBER WITH WEST YELLOWHEAD WASTE RESOURCE
AUTHORITY INC., (“WYWRA”)**

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

1. The R.M of Frenchman Butte No. 501 is hereby authorized to enter into A Service Agreement – Founding Member with West Yellowhead Waste Resource Authority Inc., (“WYWRA”), attached hereto and forming a part of this bylaw, and identified as “Exhibit A”.
2. The Reeve and the Acting Administrator of the R.M. of Frenchman Butte are hereby authorized to sign and execute the attached agreement identified as “Exhibit A”.
3. Bylaw 2015-10 is repealed.

Read a third time and adopted
this 11th day of December, 2024





Reeve



Acting Administrator

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

BYLAW No. 2024-19

**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 from April 1 to October 31.
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. Burning permits will be available from April 1 to October 31.
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 2024-12 is hereby repealed.




Reeve


Acting Administrator

Read a third time and adopted
this 11th day of December, 2024