Meeting Minutes

Village of Frobisher Regular Meeting 20/01/2026 - 06:00 PM

These are the Minutes of a regular meeting of the Council of the Village of Frobisher held in Bienfait, Saskatchewan, at 423 Main St. on, Tuesday January 20, 2026. Mayor Kyla MacCuish called the meeting to order at 6:00 p.m. The following were present:

Mayor: Kyla MacCuish
Councillor: Cole MacCuish
Councillor: Harley Scovoranski via electronic means
Administrator: Kate Halkyard

1 Conflict of Interest Declarations

2 Agenda

Resolution No: F-26-01-001
Moved By: Cole MacCuish
Seconded By: Kyla MacCuish

That Council amend the agenda to add items 13.5 - Realtor Agreement and 13.6 - Transfer of Cemetery Funds.

CARRIED

3 Approval of Minutes

Resolution No: F-26-01-002
Moved By: Kyla MacCuish
Seconded By: Harley Scovoranski

That Council approve the minutes of the Regular Council meeting held on December 9, 2025, as presented.

CARRIED

4 Business Arising From Minutes

None

5 Correspondence

5.1 Crime Stoppers

5.2 Hudson Bay Route Association

5.3 The Municipalities Modernization and Red Tape Reduction Act

5.4 Filing of Correspondence

Resolution No: F-26-01-003
Moved By: Kyla MacCuish
Seconded By: Cole MacCuish

That the correspondence for the month of January 2026 has been read and filed.

CARRIED

6 Reports From Delegation of Council

6.1 Mike Chateauneuf - RCMP Commander - 6:15 p.m.

7 Public Works Business

7.1 Foreman's Report
Resolution No: F-26-01-004
Moved By: Kyla MacCuish
Seconded By: Cole MacCuish

That Council approve the Foreman's report, as presented.

CARRIED

7.2 Water Reports
Resolution No: F-26-01-005
Moved By: Cole MacCuish
Seconded By: Harley Scovoranski

That Council accept the Water Reports for the month of December 2025, as presented.

CARRIED

8 Bank Reconciliation
Resolution No: F-26-01-006
Moved By: Cole MacCuish
Seconded By: Kyla MacCuish

That Council accept the Bank Reconciliation for the month of December 2025, as presented.

CARRIED

9 Financial Statement
Resolution No: F-26-01-007
Moved By: Cole MacCuish
Seconded By: Kyla MacCuish

That Council accept the Financial Statement for the month of December 2025, as presented.

CARRIED

10 List of Accounts for Approval
Resolution No: F-26-01-008
Moved By: Cole MacCuish
Seconded By: Kyla MacCuish

That Council approve the List of Accounts for Approval for the month of January 2026 for online payment numbers OB 2025-218 to 2025-233 and 2026-001 to 2026-006 in the amount of $30,289.56 and CAFT payment numbers CAFT 2025-120 to 2025-130 and 2026-001 to CAFT 2026-006 in the amount of $24,982.73 for a total of $55,272.29, attached to and forming part of these minutes.

CARRIED

11 Administrator Report

11.1 Presentation of Bond
Resolution No: F-26-01-009
Moved By: Cole MacCuish
Seconded By: Harley Scovoranski

That Council acknowledge that the insurance bond is in place as required for administrative staff.

CARRIED

11.2 Approval of Administrator's Report
Resolution No: F-26-01-010
Moved By: Harley Scovoranski
Seconded By: Cole MacCuish

That Council accept the Administrator's verbal report, as presented.

CARRIED

12 Old Business

12.1 Bylaw 02-2025 - Administration Bylaw

12.1.1 Bylaw 02-2025 - Second Reading
Resolution No: F-26-01-011
Moved By: Cole MacCuish
Seconded By: Kyla MacCuish

That Council give second reading to Bylaw 02-2025 - Administration Bylaw.

CARRIED

12.1.2 Bylaw 02-2025 - Third Reading & Adoption
Resolution No: F-26-01-012
Moved By: Kyla MacCuish
Seconded By: Harley Scovoranski

That Council give third reading to and adopt Bylaw 02-2025 - Administration Bylaw.

CARRIED

13 New and Other Business

13.1 Tax Enforcement - Sale of Lots 1-2 Blk 8 Plan C4363

Resolution No: F-26-01-013
Moved By: Kyla MacCuish
Seconded By: Harley Scovoranski

That Council tender the property located at Lots 1-2 Blk 8 Plan C4363 o/a 327 Third Street with tenders to be opened at the March 2026 meeting of Council.

CARRIED

13.2 Bylaw 01-2026 - Mutual Aid Agreement

13.2.1 Bylaw 01-2026 - First Reading
Resolution No: F-26-01-014
Moved By: Harley Scovoranski
Seconded By: Kyla MacCuish

That Council give first reading to Bylaw 01-2026 - Mutual Aid Agreement Bylaw

CARRIED

13.2.2 Bylaw 01-2026 - Second Reading
Resolution No: F-26-01-015
Moved By: Cole MacCuish
Seconded By: Harley Scovoranski

That Council give second reading to Bylaw 01-2026 - Mutual Aid Agreement Bylaw

CARRIED

13.2.3 Proceed to Third Reading of a Bylaw
Resolution No: F-26-01-016
Moved By: Kyla MacCuish
Seconded By: Harley Scovoranski

That Bylaw 01-2026 be read a third time at this meeting.

CARRIED UNANIMOUSLY

13.2.4 Bylaw 01-2026 - Third Reading
Resolution No: F-26-01-017
Moved By: Harley Scovoranski
Seconded By: Cole MacCuish

That Council give third reading to and adopt Bylaw 01-2026 - Mutual Aid Agreement Bylaw

CARRIED

13.3 Policy 200-012 - Cemetery Funds
Resolution No: F-26-01-018
Moved By: Kyla MacCuish
Seconded By: Harley Scovoranski

That Council approve Policy 200-012 - Cemetery Funds, as presented.

CARRIED

13.4 Appointment of Auditor for 2026
Resolution No: F-26-01-019
Moved By: Kyla MacCuish
Seconded By: Cole MacCuish

That Council appoint MNP LLP as the Village of Frobisher auditor for 2026.

CARRIED

13.5 Realtor Agreement
Resolution No: F-25-01-020
Moved By: Cole MacCuish
Seconded By: Kyla MacCuish

That Council instruct the Administrator to sign the following documents on behalf of the Village of Frobisher as they pertain to the sale of the tax enforcement property located at Lot 21 Block 03 Plan 41749 o/a 208 Second Street:

- Seller's MLS Brokerage Contract;
- Residential SK MLS Data Input Form; and
- Agency Disclosure;

and further, that the property be listed for $19,000 with Rhonda Blanchette of RE/MAX Blue Chip Realty.

CARRIED

13.6 Transfer of Cemetery Funds
Resolution No: F-26-01-021
Moved By: Cole MacCuish
Seconded By: Kyla MacCuish

That Council instruct the Administrator to transfer $1,800 to the cemetery account from the Village operating account, these amounts being $600 from plots purchased in 2025 and $1,200 from cemetery maintenance donations in the amount of $400 each made in 2022, 2024, and 2025.

CARRIED

14 Next Meeting
Resolution No: F-26-01-022
Moved By: Kyla MacCuish
Seconded By: Cole MacCuish

That the next meeting will be held on February 17, 2026 at 6:00 p.m.

CARRIED

15 Adjournment
Resolution No: F-26-01-023
Moved By: Kyla MacCuish

That this meeting adjourn, the time being 7:10 p.m.

CARRIED

Mayor

Administrator

Village of Frobisher
List of Accounts for Approval
Batch: 2025-00115 to 2026-00004

Bank Code - Bank1 - Affinity Chequing - 20775144

ONLINE BANKING

Payment #	Date	Vendor Name / Invoice #		Reference	Invoice Amount	Payment Amount
OB 2025-218	**12/12/2025**	**Municipal Employees Pension**				
		Nov 23-Dec 6		December 12, 2025	258.54	258.54
OB 2025-219	**12/24/2025**	**Municipal Employees Pension**				
		Dec 7-20, 2025		December 24, 2025	317.18	317.18
OB 2025-220	**12/31/2025**	**Canada Revenue Agency**				
		December 2025		Dec 2025	1,297.67	1,297.67
OB 2025-221	**12/31/2025**	**Ministry of Finance**				
		December 2025		Dec School Tax Collected	14,631.09	14,631.09
OB 2025-222	**12/31/2025**	**SaskEnergy - Fire Hall**				
		December 2025		Fire Hall	125.35	125.35
OB 2025-223	**12/31/2025**	**SaskEnergy - WTP**				
		December 2025		Water Plant & Shop & Community	507.93	507.93
OB 2025-224	**12/31/2025**	**SaskPower - Fire Hall**				
		1458-0097-6389		Fire Hall	65.61	65.61
OB 2025-225	**12/31/2025**	**SaskPower - Community Hall**				
		1854-0092-7124		Community Hall	110.59	110.59
OB 2025-226	**12/31/2025**	**SaskPower - Sewage Lift Statio**				
		1458-0097-6388		Sewage Lift Station	331.23	331.23
OB 2025-227	**12/31/2025**	**SaskPower - Well House**				
		2481-0084-7726		Pumphouse; N. Well	345.18	345.18
OB 2025-228	**12/31/2025**	**SaskPower - Public Works Shop**				
		1524-0097-8638		Public Works Shop	65.18	65.18
OB 2025-229	**12/31/2025**	**SaskPower - Street Lights**				
		1524-0097-8632		Street Lights	412.44	412.44
OB 2025-230	**12/31/2025**	**SaskPower - WTP**				
		1524-0097-8642		Water Treatment Plant	299.50	299.50
OB 2025-231	**12/31/2025**	**GFL Environmental Inc.**				
		SK0000461393		December Garbage & Recycling	1,082.33	1,082.33
OB 2025-232	**12/31/2025**	**Ministry of Finance**				
		PST 2025		2025 PST Return	40.81	40.81
OB 2025-233	**12/31/2025**	**Southern Plains Co-operative**				
		2163		Lift Station - Heater	183.14	183.14
OB 2026-001	**01/09/2026**	**Municipal Employees Pension**				
		Dec 21 - Jan 3		January 9, 2026	337.78	337.78
OB 2026-002	**01/20/2026**	**Affinity Credit Union Masterca**				
		Grainger Refund	**Accrual**	Refund pH Test Strips	-143.44	
		Walmart 2555	**Accrual**	WTP - Vinegar	4.54	
		Can Post 132265	**Accrual**	Lagoon Test Hole Samples	34.28	
		SGI 667LRV 2026		Plates - 2001 GMC Sierra 1500	747.46	642.84
OB 2026-003	**01/20/2026**	**RM of Coalfields No.4**				
		2026-00001		Jan Admin Fees	4,200.00	
		2026-00002		2026 Munisoft Equip Maint	200.35	
		2026-00003		2026 Munisoft Software	2,029.90	6,430.25
OB 2026-004	**01/20/2026**	**SUMA**				
		VFF-000106623		2026 Vounteer Fire Fighter Ins	1,414.40	
		MEM-000106986		2026 SUMA Membership Fee	756.38	2,170.78
OB 2026-005	**01/20/2026**	**SUMA**				
		January 2026		Jan Benefits Premium	266.64	266.64
OB 2026-006	**01/20/2026**	**Western Municipal Consulting**				

Village of Frobisher
List of Accounts for Approval
Batch: 2025-00115 to 2026-00004

ONLINE BANKING

Payment #	Date	Vendor Name / Invoice #	Reference	Invoice Amount	Payment Amount
		WMCINV250486	Appeal Board Annual Retainer	367.50	367.50
				Total CAFT:	30,289.56

CAFT

Payment #	Date	Vendor Name / Invoice #	Reference	Invoice Amount	Payment Amount
CAFT 2025-120	**12/12/2025**	**Blowatt, Robert R**			
		Nov 23-Dec 6	December 12, 2025 Payroll	870.37	870.37
CAFT 2025-121	**12/24/2025**	**Blowatt, Robert R**			
		Dec 7-20, 2025	December 24, 2025 Payroll	1,461.28	1,461.28
CAFT 2025-122	**12/31/2025**	**MacCuish, Cole**			
		Dec 2025	July to December 2025 Indemnity	680.00	680.00
CAFT 2025-123	**12/31/2025**	**MacCuish, Kyla**			
		Dec 2025	July to December 2025 Indemnity	816.00	816.00
CAFT 2025-124	**12/31/2025**	**Scovoranski, Harley**			
		Dec 2025	July to December 2025 Indemnity	236.00	236.00
CAFT 2025-125	**12/31/2025**	**Canadian Tire #146**			
		1922 / Trans-72	Roof Rake & Extention	125.41	125.41
CAFT 2025-126	**12/31/2025**	**Kendall's Supply Ltd.**			
		1204490	Air Hose	64.73	64.73
CAFT 2025-127	**12/31/2025**	**Praririe Mud Services**			
		IN017847	Chlorine - 210 litres	363.83	
		IN017859	Chlorine - 210 litres	363.83	
		IN017898	Chlorine - 210 litres	363.83	1,091.49
CAFT 2025-128	**12/31/2025**	**Refresh Grill & Convenience**			
		000013	Fuel	458.81	458.81
CAFT 2025-129	**12/31/2025**	**Saskatchewan Health Authority**			
		3520874	Lab Testing	23.00	
		3520881	Lab Testing	23.00	46.00
CAFT 2025-130	**12/31/2025**	**TS & M Supply**			
		917831478	WTP - Bushing	16.49	
		917838258	Service Fire Extinguishers	178.77	195.26
CAFT 2026-001	**01/09/2026**	**Blowatt, Robert R**			
		Dec 21 - Jan 3	January 9, 2026 Payroll	1,148.73	1,148.73
CAFT 2026-002	**01/20/2026**	**Aon Reed Stenhouse Inc.**			
		2026	Insurance General & Bond	15,094.00	15,094.00
CAFT 2026-003	**01/20/2026**	**Johnson's Plumbing & Heating**			
		167598 **Accrual**	Well - Pressure Switch	77.70	77.70
CAFT 2026-004	**01/20/2026**	**Minister of Finance**			
		FD2026239	2026 Dispatch Services	266.70	266.70
CAFT 2026-005	**01/20/2026**	**Southeast Regional Library**			
		2026	Annual Payment	2,000.25	2,000.25
CAFT 2026-006	**01/20/2026**	**U.M.A.A.S.**			
		UMAAS 2026	UMAAS Membership 2026	350.00	350.00
				Total CAFT:	24,982.73

Total Bank1: 55,272.29

Certified Correct This 20th day of January, 2026.

[redacted]

BYLAW NO. 02-2025

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS

The council of the Village of Frobisher in the Province of Saskatchewan enacts as follows:

Short Title

1. This Bylaw may be cited as the "Administration Bylaw".

PART I
PURPOSE AND DEFINITIONS

Purpose and Scope

2. The purpose of this Bylaw is to establish the powers, duties, and functions of municipal officials and employees of the municipality.

Definitions

3. "**Act**" means *The Municipalities Act*;

"Administrator" means the administrator of the Village of Frobisher appointed pursuant to section 110 of *The Municipalities Act;* and

"Municipality" means the Village of Frobisher.

PART II
ADMINISTRATOR

Establishment of Position

4. The position of administrator is established pursuant to section 110 of the Act.

(a) Council shall by resolution appoint an individual to the position of administrator.

(b) Council shall establish the terms and conditions of employment of the administrator.

(c) The administrator shall be the chief administrative officer (CAO) of the municipality.

(d) Any person appointed to the position of administrator must be qualified as required by *The Urban Municipal Administrators Act*.

Assignment of Responsibility

5. The administrator shall perform the duties and exercise the powers and functions that are assigned by *The Municipalities Act,* any other acts, this bylaw, or any other bylaw or resolution of council.

Duties of the Administrator – *The Municipalities Act*

6. Without limiting the generality of section 5 of this bylaw, the administrator shall:

(a) Take charge of and safely keep all books, documents and records of the municipality that are committed to his or her charge; *(MA 111)*

(b) Produce, when called for by the council, auditor, minister or other competent authority, all books, vouchers, papers and moneys belonging to the municipality; *(MA 111)*

(c) On ceasing to hold office, deliver all books, vouchers, papers and moneys belonging to the municipality to their successor in office or to any other person that the council may designate; *(MA 111)*

(d) Ensure all minutes of council meetings are recorded; *(MA 111)*

(e) Record the names of all council members present at council meetings; *(MA 111)*

(f) Ensure the minutes of each council meeting are given to the council for approval at the next regular council meeting; *(MA 111)*

(g) Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality; *(MA 111)*

(h) Advise the council of its legislative responsibilities pursuant to *The Municipalities Act* or any other act; *(MA 111)*

(i) Provide the minister with any statements, reports or other information that may be required by *The Municipalities Act* or any other act; *(MA 111)*

(j) Ensure that the official correspondence of council is carried out in accordance with council's directions; *(MA 111)*

(k) Maintain an indexed register containing certified copies of all bylaws of the municipality; *(MA 111)*

(l) Deposit cash collections that have accumulated to five-thousand dollars ($5,000) at least once a month, but not more than once a day, in the bank or credit union designated by council; *(MA 111)*

(m) Disburse the funds of the municipality in the manner and to those directed by law or by the bylaws or resolutions of council; *(MA 111)*

(n) Maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the municipality in accordance with generally accepted accounting principles; *(MA 111)*

(o) Ensure that the financial statements and information requested by resolution are submitted to council; *(MA 111)*

(p) Complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Chartered Professional Accountants of Canada by June 15 of each year; *(MA 111, 185)*

(q) Be responsible for the hiring, suspension and dismissal of all employees of the municipality; *(MA 111)*

(r) Witness any oaths or affirmations required pursuant to *The Municipalities Act*; *(MA 111)*

(s) Send copies of bylaws for closing roads and closing and leasing roads to the Minister of Highways; *(MA 13)*

(t) Bring to council's attention any resignation(s) of elected officials; *(MA 96)*

(u) Record each abstention in the meeting minutes that may occur at the time of voting; *(MA 99)*

(v) At the first meeting in January of each year, provide all bond or equivalent insurance of employees to council; *(MA 113)*

(w) Sign minutes of council and committee meetings; *(MA 115)*

(x) Sign bylaws; *(MA 115)*

(y) Sign cheques and other negotiable instruments; *(MA 115)*

(z) Provide copies of public documents upon request or payment of fee; *(MA 117)*

(aa) Provide notice of first meeting of council; *(MA 121)*

(bb) Call a special meeting when lawfully requested to do so; *(MA 123)*

(cc) Determine the sufficiency of a petition for a public meeting of voters; *(MA 129)*

(dd) Determine the sufficiency of a petition for a referendum; *(MA 135)*

(ee) Note any change reported on a council member's annual declaration to the member's public disclosure statement, including the date that change was noted; *(MA 142)*

(ff) Make each public disclosure statement and declaration available for public inspection during regular business hours; *(MA 142)*

(gg) Provide copies of public disclosure statements to any designated officials when directed to do so by council; *(MA 142)*

(hh) Record in the minutes every declaration of conflict of interest, including the general nature and material details of the disclosure and any abstention or withdrawal; *(MA 144)*

(ii) Provide information to the auditor; *(MA 190)*

(jj) Send amended tax notices when required and make necessary adjustments to the tax roll; *(MA 264)*

(kk) Provide for payment of writ of execution against the municipality; and *(MA 353)*

(ll) Produce certain records upon request of inspector appointed by the minister. *(MA 396)*

Additional Duties of the Administrator

7. The administrator shall:

(a) Act as the returning officer for all elections under *The Local Government Election Act, 2015. (LGEA, 2015 s. 47)*

(b) Ensure that public notice is given as required in the Act, any other act, and/or as required by council in this bylaw, any other bylaw or resolution.

(c) Ensure the policies and programs of the municipality are implemented, maintained and enforced.

(d) Advise, inform and make recommendations to council on the:

i. Operations and affairs of the municipality;

ii. Policies and programs of the municipality; and

iii. The financial position of the municipality.

(e) Supervise all operations of the municipality, ensuring appropriate internal controls are in place and followed.

(f) Be responsible for the preparation and submission of the annual budget.

(g) Monitor and control spending within the budget established by council.

(h) Make routine expenditures until the annual budget is adopted by council.

(i) Call for tenders. *(MA 184)*

(j) Purchase goods, services or work. *(MA 184)*

(k) Award contracts. *(MA 184)*

(l) Conduct negotiations for land purchases, annexations, etc.

(m) Attend meetings of council and other meetings as council directs

(n) Give written notice for the unpaid license fees of a building contractor *(MA 9[5])*

(o) Sign the securities register *(MA 174)*

(p) Maintain the debenture register and other duties relating to debenture transactions *(MA 175-178)*

(q) Certify the date on which tax notices are sent *(MA 269)*

(r) Prepare and send amended tax notices when required *(MA 271)*

(s) Provide receipt for tax payment on request of taxpayer or agent *(MA 272)*

(t) Apply partial tax payments on arrears first and if undesignated determine to which taxable property or properties a payment is to be applied *(MA 273)*

(u) Remove a tax lien if all arrears are compromised, abated, or paid *(MA 274)*

(v) Issue tax certificates *(MA 276)*

(w) Certify a true copy of the proof of taxes payable *(MA 277)*

(x) Transfer special assessments to the tax roll *(MA 310)*

(y) Collect amusement tax *(MA 316)*

(z) Be responsible for seizure of goods if a distress warrant has been issued *(MA 323)*

PART III
OTHER POSITIONS

Acting Administrator

8. Establishment of Position

If the administrator is unable to act for any reason, council will appoint a person within 30 days to fill the position of administrator in an acting capacity. This appointment will be for a period of no longer than three months. Should council require to extend the appointment of the acting administrator beyond three months, they will obtain permission from the Board of Examiners. *(MA 110.1)*

9. Duties

The acting administrator shall have all the powers and duties of the administrator while acting in the capacity of the administrator.

Other Municipal Employees

10. Establishment of Positions

The administrator is permitted to hire employees necessary for the operations of the municipality subject to the approved municipal budget.

11. Duties

The administrator will determine the job description and list of duties for each position established. Council and/or council committees may provide suggestions regarding municipal operations and duties to the administrator.

PART IV
DELEGATION OF AUTHORITY

12. Council hereby authorizes the administrator to delegate any of its powers, duties or functions to another employee. *(MA 110)*

PART V
MUNICIPAL DOCUMENTS

Signing Agreements

13. The mayor and the administrator shall sign all agreements to which the municipality is party. In the absence of the mayor, a member of Council shall sign. In the absence of the administrator, the administrator's designate shall sign.

Cheques and Negotiable Instruments

14. The administrator, or if the administrator is unavailable, the administrator's designate, and the Mayor or, in their absence, a member of Council shall sign all cheques on behalf of the municipality.

15. Any combination of the administrator, the mayor, or a member of council shall approve electronic fund transfers for Council approved payments.

PART VI
DESIGNATED OFFICERS

16. Other Designated Officers

(a) The foreman is designated to temporarily close a road; *(MA 14)*

(b) The bylaw officer is designated to enter and search a premise for dangerous animals under consent of the owner or occupant, or where a warrant authorizing entry has been issued. *(MA 378)*

(c) The bylaw officer is designated to inspect, remedy, or enforce any bylaw or *The Municipalities Act (MA 362-367)*

PART VII
COMING INTO FORCE

16. That Bylaw 2-2018 is hereby repealed.

17. This bylaw shall come into effect on the day of its final passing.

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VILLAGE OF FROBISHER
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Read a third time and adopted
this 20th day of January, 2026.

VILLAGE OF FROBISHER

BYLAW NO. 01-2026

MUTUAL AID AGREEMENT BYLAW

The Council of the Village of Frobisher, in the Province of Saskatchewan enacts as follows:

This Bylaw may be referred to as the "Mutual Aid Bylaw".

The purpose of this bylaw is to provide for entering into an agreement with neighbouring municipalities to establish a plan for co-ordination of municipal services in the event of fire and/or disaster.

The Council of the Village of Frobisher enacts as follows:

1. That the Village of Frobisher enter into an Agreement identified as Exhibit "A", attached hereto and forming part of this Bylaw with the following municipalities:

Rural Municipality of Argyle #1	Village of Gainsborough
Rural Municipality of Mount Pleasant #2	Village of Carievale
Rural Municipality of Enniskillen #3	Village of Storthoaks
Rural Municipality of Coalfields #4	Village of Frobisher
Rural Municipality of Storthoaks #31	Village of Alida
Rural Municipality of Reciprocity #32	Town of Carnduff
Rural Municipality of Moose Creek #33	Town of Alameda
Rural Municipality of Browning #34	Town of Oxbow
	Town of Lampman
	Town of Bienfait

2. The Mayor and Administrator of the Village of Frobisher are hereby authorized to sign and execute the Agreement, the terms of which are set out in Exhibit "A".

3. Bylaw 06-2024 is hereby repealed.

Read a third time and adopted this 20th day of January, 2026.

VILLAGE OF FROBISHER Seal

_____

_____

BYLAW NO. 01-2026 – MUTUAL AID BYLAW

Exhibit "A"

Between:

Rural Municipality of Argyle #1
Rural Municipality of Mount Pleasant #2
Rural Municipality of Enniskillen #3
Rural Municipality of Coalfields #4
Rural Municipality of Storthoaks #31
Rural Municipality of Reciprocity #32
Rural Municipality of Moose Creek #33
Rural Municipality of Browning #34

Village of Gainsborough
Village of Carievale
Village of Storthoaks
Village of Frobisher
Village of Alida
Town of Carnduff
Town of Alameda
Town of Oxbow
Town of Lampman
Town of Bienfait

This Agreement witnesseth as follows:

1. **Formation of a Mutual Aid Area**
   That each of the parties whose Mayor (for an urban and American municipality), or Reeve (for a rural municipality), Administrator or Chief Administrative Officer (for an urban or rural municipality), sign this agreement and affix their seal, agree to form a Mutual Aid area. Once the seal and signatures are attached to this agreement, a Mutual Aid area is deemed to be formed between the signatory parties, regardless of whether all parties have signed.

2. **Purpose of the Agreement**
   That the parties understand this agreement is for Mutual Aid purposes and exists only in relation to the operations of the respective municipal fire departments for fire and rescue service assistance.

3. **Commitment to Assist**
   That each party to the agreement will assist any other party in the event that more resources are required in responding to an emergency event. The parties mutually acknowledge that each may not, in all cases, be able to respond with sufficient resources.

4. **Objectives of the Mutual Aid Area**
   a. To provide a unified, effective area of coverage that encompasses each party's respective jurisdictions to lend reciprocal assistance, expertise, and equipment for fire and rescue services;
   b. To meet at least annually to prepare an up-to-date list of the available resources in each community, including equipment and manpower services;
   c. To, as much as is possible, plan and participate jointly in training opportunities delivered within the mutual aid area.

5. **Authorization to Request Assistance**
   The Fire Chief, or designate, is authorized to request assistance.

6. **Requesting Assistance**
   In the event that a fire department determines that assistance is required, the Fire Chief or designate of the requesting party will request assistance from the Fire Chief or designate of the assisting party.

7. **Direction at Scene**
   The assisting party shall, unless command is transferred at the scene, provide assistance under the direction of the Fire Chief or designate of the requesting party.

8. **Assisting Party Operating Alone**
   In the event that the assisting party is the only party at the scene, the assisting party shall provide emergency services in accordance with its own policies and operating procedures.

9. **Right to Decline**
   The Fire Chief or designate of the assisting party has the unfettered discretion to decline providing assistance when requested and may choose whether or not to state reasons.

10. **Fee Schedule**
    The assisting party shall charge fees for the provision of fire and rescue services in accordance with the rates in the "Fee Schedule," attached to and forming part of this agreement, which may be revised from time to time by mutual agreement of all parties.

11. **Insurance Requirements**
    The parties covenant and agree that each shall carry insurance covering their respective equipment and comprehensive general liability insurance at commercially reasonable rates.

12. **Withdrawal from Agreement**
    This agreement shall be continuous; however, any party may withdraw by providing written notice to every other party sixty (60) days in advance.

13. **Indemnification**
    The requesting party shall, in respect of third-party claims of any nature arising from the provision of fire and rescue services by the assisting party under this agreement, indemnify and hold harmless the assisting party from all losses, costs, claims, expenses, demands, actions, and causes of action asserted by any third party and arising in any way from performance or non-performance under this agreement by the assisting party.
    The covenants of indemnity shall survive termination of this agreement with respect to any cause of action arising during the term of the agreement.

ICMC

Mutual Aid
"Fee Schedule"

1. The cost of fire prevention, suppression, and emergency response services shall be:
   a. Billed at a flat rate of $1,000 per hour, with a minimum flat rate charge of $500 per call;
   b. Billed for any and all consumables used at the site, at cost;
   c. Billed for any and all subcontractors used at the site, at cost;
   d. Billed directly to the municipality that established the assisting party.

pmc

Village of Frobisher

