

A regular meeting of the Council of the Rural Municipality of Heart's Hill No. 352 was held in the Municipal Office at 405 Grand Avenue, Luseland, Saskatchewan on Thursday, December 5, 2019.

**CALL to ORDER:**

Reeve Gordon Stang called the meeting of Council to order at 5:00 p.m.

**MEMBERS PRESENT:**

Reeve Gordon Stang and Councillors Keith Rumohr, David Gette, Terrance Kohlman, Blaine Thrun, Jerome Kohlman and Herbert Reichert. Office staff: Administrator, Calvin Giggs, Assistant Administrator, Brenda Gintaut and Administrator-In-Training, Janelle Franko.

**307/19-AGENDA:**

Moved by Gette THAT Council accept the agenda as presented.

Carried.

**308/19-MINUTES:**

Moved by T. Kohlman THAT Council approve the content of the Minutes of the Regular Meeting held on November 7, 2019.

Carried.

**DELEGATIONS:**

**309/19-DELEGATIONS:**

Moved by Gette THAT Council acknowledge the verbal/written reports from:

Adam Franko, General Manager, Luseland CU	Municipality's Funds
Dan Fisher, Maintenance Foreman	Roadwork
Colleen Fennig, SARM Division 6 Pest Control Officer	Clubroot & Weed Control.

Carried.

**310/19-FUNDS HELD AT LUSELAND CREDIT UNION:**

Moved by Rumohr THAT Council accept the written proposal from the Luseland Credit Union, as attached to and forming a part of these minutes; and further, that Council authorize the Reeve and Administrator to setup a Plan 24 Account in the Luseland Credit Union in order to hold interest bearing funds as much as possible in it that would have otherwise been held in the non-interest bearing Chequing Account, with Administration being authorized to transfer funds between this Plan 24 and the Chequing Account when the need arises.

Carried.

**COMMUNICATIONS:**

**311/19-REVENUE SHARING DECLARATION TEST:**

Moved by Thrun THAT the Council of the Rural Municipality of Heart's Hill No. 352 confirms that the Municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2018 Audited Financial Statement to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedure 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 Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Carried

**At 7:00 p.m. Councillor Keith Rumohr declared a conflict of interest and left the Council Chambers during the presentation of a written complaint to Council by Ratepayers, Jean Stelle and Bill Body regarding a Municipal Council Code of Ethics complaint against Councillor Keith Rumohr and also removed himself during the discussion and/or any decision that Council may make regarding this matter.**

**312/19-IN-CAMERA SESSION:**

Moved by J. Kohlman THAT pursuant to Bylaw No. 5/16, that Council go in-camera at 7:00 p.m. for the purpose of having Ratepayers, Jean Stelle and Bill Body present a written complaint under the Municipal Council Code of Ethics against Councillor Keith Rumohr. Carried.

Ratepayers, Jean Stelle and Bill Body left the in-camera session at 7:10 p.m.

**313/19-END IN-CAMERA SESSION:**

Moved by Reichert THAT Council end the in-camera session at 7:20 p.m.. Carried.

**314/19-MUNICIPAL COUNCIL CODE OF ETHICS COMPLAINT:**

Moved by Gette THAT Council acknowledge the presentation of a written complaint by Ratepayers, Jean Stelle and Bill Body under the Municipal Council Code of Ethics; and further, that Council acquire the services of Holly Hobbs, IPMA-ACP, of Saskatoon, Sask. to do the investigation of any potential breach of Councillor Keith Rumohr under the Municipality's Municipal Council Code of Ethics Bylaw No. 5/16; and further, that the Reeve and Administrator be authorized to sign a Service Contract with Holly Hobbs, IPMA-ACP. Carried.

**Councillor Keith Rumohr returned to the Council Chambers at 7:25 p.m.**

**315/19-LETTER OF 2019 AUDIT ENGAGEMENT:**

Moved by T. Kohlman THAT Council authorize the Reeve and Administrator to sign the Letter of Engagement – Objective and Scope of the 2019 Audit of records of the Municipality to be performed by Holm Raiche Oberg, Chartered Professional Accountants P.C. Ltd. of North Battleford, Sask. Carried.

**316/19-LUSELAND COMMUNITY DEVELOPMENT WEBSITE:**

Moved by Thrun THAT Council approve a donation of \$25.00 to the Luseland Community Development Committee in order to help offset costs of operating the community's website. Carried.

**317/19-SASKTIP MEMBERSHIP:**

Moved by J. Kohlman THAT Council renew the annual SaskTip membership in the amount of \$100.00. Carried.

**318/19-MISC. OIL & GAS APPROVALS:**

Moved by Reichert THAT Council approve the following projects:

NE 6-36-27W3	Cona File No. S109015	Existing Approach
NW 7-36-27W3	Cona File No. S105886	Existing Approach
NW 7-36-27W3	Cona File No. S101007	Existing Approach.

Carried.

**319/19-COMMUNICATION:**

Moved by Gette THAT the following items, having been presented, be filed or dealt with as indicated:

Sask. Government Relations	Municipal Revenue Sharing Declaration of Eligibility Signed Gas Tax Agreement
Sask. Highways and Infrastructure	Winter Weight Season Bulletin Winter Weight Season Restriction Order
Sask. Public Safety Agency	Reorganization of Departments
S.A.R.M.	Weekly Bulletins Annual Convention 2020 – Resolution Deadline Rural Integrated Roads for Growth Program (RIRG) Annual Convention 2020 – In Memoriam Respect Certification Course PCO Workshops – Jan 21/20 Saskatoon

TransGas	Pipeline Maintenance by Vertex
Star Phoenix	Request Questions to be Answered by Dec 6/19
Holme Raiche Oberg (Chartered Accountants)	2019 Audit Engagement
Luseland Community Development Committee	Community Website Donation
Bosses Night Out	Finning Donation and Purchased Prizes
SaskTip	2020 Membership (\$100)
Human Resources	Resume for Outside Employment
Approvals	Division 5 (3)

Other Correspondence to be dealt with as per Agenda

Town of Luseland	Fire Agreement Proposal	
McKercher LLP	PFRA Pasture Meeting with Reps	
Bill Body & Jean Stelle	Formal Councillor Complaint	
Kowel Construction Alta. Ltd.	Selling Gravel Aggregate	
Sask. Highways and Infrastructure	RM352 Pasture Gravel Search	
Bradford Li Pi Shan, Resource Management	Draft Tender Package - #771 Paving	Carried.

**REPORTS**

**320/19-GRAVEL DISPOSITION APPLICATION:**

Moved by Rumohr THAT Council authorize Administration to make application to the Ministry of Agriculture – Lands Branch for a permit to explore and the potential removal of gravel on Crown Land located: NW & SW 6-35-28W3 and the Fractional Section 1-35-29W3; and further, that Administration write a letter to the Lessee, 352 Pasture Corp., to obtain permission for same. Carried.

**321/19-RIGHT-OF-WAY SURVEY:**

Moved by Gette THAT Meridian Surveys be contracted to perform a legal survey for right-of-way to be taken by Agreement for Sale in the NW 22-36-27W3, due to a drainage repair done along the north-south municipal road that extends off of the right-of-way onto the quarter that is owned by Patrick and Raymond Erker. Carried.

**322/19-REPORTS OF ADMINISTRATION and COMMITTEES:**

Moved by T. Kohlman THAT Council accept the following written and verbal reports:  
**“Statement of Financial Activities”** for the Month of November: Calvin Giggs  
**“List of Accounts for Approval”** comprising of cheques #6467 to and including #6494, and other payments 19157-M to 270539-M totalling \$86,372.89, together with Paymate: Payroll Summary Report - Payroll 01- totalling - \$32,239.49 and Council 02- totalling-\$5,860.55, as attached for approval: Calvin Giggs  
**Administrator Notes:** Calvin Giggs  
**PFRA Update:** Brenda Gintaut  
**Pioneer Haven:** Keith Rumohr  
**Luseland Fire Department:** Blaine Thrun  
**Macklin Lake Regional Park:** Terry Kohlman  
**Villa Marie:** Herb Reichert  
**S.A.R.M. Mid Term Convention:** David Gette & Terry Kohlman  
**RM 352 Pasture Crown Land Gravel:** Calvin Giggs & Janelle Franko  
**Prospera Meeting:** Blaine Thrun, David Gette & Jerome Kohlman Carried.

**REEVE AND COUNCILLORS FORUM**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**323/19-DISPOSAL OF RECORDS:**

Moved by Thrun THAT Council authorize Administration to dispose of records according to the Records and Retention Bylaw No. 4/12, according to the list that is attached hereto and forming a part of these minutes. Carried.

**324/19-CANCELLATION OF RECEIVABLE INVOICES:**

Moved by J. Kohlman THAT Council authorize the cancellation of outstanding receivable invoices totalling \$3,307.50 (\$3,150.00 plus GST) by using the Allowance for Uncollectible Accounts that have already been set up; and further, that the list for cancellation be attached hereto and form a part of these minutes. Carried.

**325/19-AUTHORIZE CASH TRANSFERS:**

Moved by Reichert THAT Council authorize Administration to transfer the following amounts between the regular savings funds to the chequing account in the Luseland Credit Union Ltd.:

FROM	TO	AMOUNT
• Road Construction Fund	Chequing	\$170,002.48
• Gravel T-Fleck Fund	Chequing	\$37,060.51
• Road Construction Paving Fund	Chequing	\$63,600.00
• Equipment Replacement Fund	Chequing	\$11,032.48

and further, that Administration be authorized to transfer excess funds from the current year operations estimated by Administration to be \$425,000.00 on December 31, 2019 to the Equipment Replacement Fund, with the actual amount to be reported to Council at their regular meeting in January, 2020.

Carried.

**326/19-GAS TAX FUNDING APPLICATION:**

Moved by Rumohr THAT Council authorize Administration to prepare and submit an Infrastructure Investment Plan application under the Municipal Gas Tax Agreement for funding \$91,000.00 of the estimated \$4,200,000.00 cost of the proposed 2020 paving of 16.5kms of Primary Grid No. 771 located S. 13, 14, 15, 16, 17 & 18-36-26W3 and S. 13, 14, 15 & 16-36-27W3. Carried.

**327/19-YEAREND ACCOUNTS:**

Moved by Gette THAT Council authorize Administration to pay any or all outstanding accounts at yearend and report same at Council’s regular meeting in January, 2020. Carried.

**328/19-ADJOURNMENT:**

Moved by T. Kohlman THAT this meeting does now adjourn at 9:50 p.m. this day.

Carried.

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Reeve

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Administrator