

## Town of Hepburn Regular Council Meeting – November 20, 2019

Minutes of the Regular Meeting of the Town Council of the Town of Hepburn held at the Town Office (402 Main Street) at 7:00 P.M. November 20, 2019.

**Present:**       **Mayor:** Jeff Peters  
                  **Councillors:** Chris Crockett, Chris Becker, Craig Kosowan, Ken Jeschke  
                  **Administrator:** Amanda Peters  
                  **Staff:** Les Fehr, Tim Harms, Lisa Braun

**Absent:**

**1. Call to Order:**   A quorum being present, Mayor Peters called the meeting to order at 7:00 P.M.

### **2. Approval of Agenda/Additions:**

0241/19 Jeschke:    That the agenda be accepted as presented.

**Carried.**

### **3. Approval of Minutes:**

0242/19 Becker:    That the minutes of the regular meeting of council held October 16, 2019 be approved as presented.

**Carried.**

**4. Business Arising from the Minutes:**       None.

**5. Delegations:**    None.

*7:04 pm Lisa Braun entered*

*7:06 pm Craig Kosowan entered*

### **6. Staff Reports:**

0243/19 Crockett:   That all Staff verbal reports be accepted as presented.

**Carried.**

*7:51 pm Lisa Braun left*

0244/19 Kosowan:   That the Development Officer Report be accepted as presented and form part of the minutes.

**Carried.**

*7:54 pm Tim Harms & Les Fehr left*

## **7. Financial Statements & Accounts for Approval:**

### **7.1 – Accounts for Ratification**

0245/19 Jeschke: That the Accounts for Ratification, Cheque No. 9428 to 9450 and online payments, in the amount of \$44,287.31 and Parks and Recreation Cheque No. 595 to 601 in the amount of \$1,417.56 for a total of \$45,704.87 be approved as presented.

**Carried.**

### **7.2 – Accounts for Approval**

0246/19 Crockett: That the Accounts for Approval, Cheque No. 9451 to 9476 in the amount of \$45,595.93 be approved as presented.

**Carried.**

### **7.3 – Bank Reconciliation October 2019**

0247/19 Kosowan: That the bank reconciliation for the general chequing account for the month of October 2019 be approved as presented.

**Carried.**

### **7.4 – Statement of Financial Activities October 2019**

0248/19 Becker: That the Statement of Financial Activities for the month of October 2019 be approved as presented.

**Carried.**

## **8. Correspondence:**

- 8.1 – Letter from Saskatchewan Housing Authority RE 2018 Municipal Share of Surplus
- 8.2 – SAMAView Information Sheet
- 8.3 – RCMP Report – October 2019
- 8.4 – Ombudsman Saskatchewan – Municipal Myth Busters

0249/19 Jescke: That the correspondence be filed as presented.

**Carried.**

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### 9. New Business:

#### 9.1 – Municipal Revenue Sharing Eligibility

0250/19 Kosowan: That Council of the Town of Hepburn confirms 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;

- \*Submission of the 2018 Public Reporting on Municipal Waterworks to the Ministry of the Government Relations;

- \*In good standing with respect to reporting and remittance of education property taxes;

- \*Adoption of a 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 understand if any requirements are not met, our Municipal Revenue Sharing Grant may be withheld until all requirements are met; and

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

**Carried.**

#### 9.2 – Request for Change of Address – Lot 1 Block 4 Plan 102125584

0251/19 Jeschke: That Council approve a change of civic address for Lot 1 Block 4 Plan 102125584. That the address for the parcel be changed from 410 Doerksen Street to 402 3<sup>rd</sup> Street West being that the dwelling faces the flankage. That the Property Owner be advised that a change in civic address may affect the calculation of any future Local Improvement levies.

**Carried.**

#### 9.3 – Municipal Gas Tax Fund Agreement No. 1

0252/19 Becker: That Council agree to continue participating in the Municipal Gas Tax Fund Program and submit a signed document of the MGTF Agreement No. 1 to the Ministry of Government Relations.

**Carried.**

#### 9.4 – Regional EMO Coordinator Position

0253/19 Becker: That Council agree in principle to the Regional EMO Coordinator Financing Proposal as presented and forming part of the minutes.

**Carried.**

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### 9.5 – Outstanding Utilities as of November 20, 2019 – Transfer to Tax Roll

0254/19 Kosowan: That Council acknowledge the attached listing of utility arrears as of November 20, 2019 and if these accounts remain unpaid on December 20, 2019, the balance will be transferred to taxes.

**Carried.**

### 9.6 – Transfer to Reserves 2018

0255/19 Jeschke: That Council approve transferring the following two items from operating surplus to reserves in accordance with the 2018 Budget.

590-110-104 – Transfers to Reserves – Parks & Rec \$5,000

590-110-106 – Transfers to Reserves – Hospital Fundraisers \$18,675

(249 improvements x \$75)

**Carried.**

### 9.7 – Purchase of Skidsteer Tires

0256/19 Jeschke: That Council approve quote 113 from Blackline Mobile Tires Inc for \$1,993 plus applicable taxes for winter tires and new rims for the Skidsteer.

**Carried.**

### 9.8 – Purchase of Water Meter Reading Belt Clip

0257/19 Crockett: That Council approve the quote from Neptune for \$2,472.00 for latest software and the quote from Flocor Inc. for \$10,588.98 for the purchase of a meter reading belt clip receiver, software, and on-site training fees plus applicable taxes.

**Carried**

0258/19 Kosowan: That Council approve extending the meeting beyond 10:30 pm.

**Carried.**

### 9.10 – Town Office Holiday Hours

0259/19 Jeschke: That Council approve the Town Office close at 12:00 p.m. on Tuesday December 24, 2019 (Christmas Eve).

**Carried.**

### 9.11 – Auditor Appointment

0260/19 Kosowan: That Council amend resolution no. 214/19 to appoint Grant Thornton LLP., formerly Cogent CPA LLP as auditor for the Town of Hepburn effective January 1, 2019

**Carried.**

*10:41 pm Chris Crockett left*

*10:43 pm Chris Crockett Returned*

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### 9.12 – Request for Support – Martensville Recreation Project

0261/19 Kosowan: That a letter of support be provided for the Martensville Recreation Project.

**Carried.**

## 10. Bylaws/Policies:

### 10.1 – Policy No. 011 – Municipal Employee Code of Conduct

0262/19 Jeschke: That Council approve amendments to Policy No. 011 Municipal Employee Code of Conduct Policy as presented, forming part of the minutes.

**Carried.**

0263/19 Jeschke: That Council approve reimbursement up to a maximum of \$40 per person, to the Hepburn Volunteer Fire Department for a Christmas supper for members & spouses. That reimbursement shall include meals and non-alcoholic beverages.

**Carried.**

## 11. Council Committee Reports:

0264/19 Crockett: That the verbal committee reports be accepted as presented.

**Carried.**

## 12. Adjournment:

0265/19 Becker: That this meeting be adjourned at 11:02 pm and that the next Regular Meeting of the Council of the Town of Hepburn will be held on Wednesday, December 18, 2019 at 7:00 pm.

**Carried.**

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Mayor Jeff Peters

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Acting CAO Amanda Peters