

M-11

**MINUTES OF A MEETING OF THE COUNCIL OF  
THE RURAL MUNICIPALITY OF HILLSDALE NO. 440,**  
held in the Municipal Office at 39 L.E. Gibbons Centre Street  
in Neilburg, Saskatchewan on  
Thursday, December 8, 2016 at 9:00 a.m. MST.

**Call to Order**

Reeve Glenn Goodfellow called the meeting to order.

**Members Present**

Reeve Glenn Goodfellow; Councillors Trevor McCrea, Jerry Petovello, Bernadette Poppleton, Vincent Murphy, Floyd Whitney and Chip Chibri; Foreman Cliff Stewart; Administrator Janet Black; Administrator in Training, Natalie Sousa-Pelley

**Agenda**

323/16 BERNADETTE POPPLETON

That the agenda be approved with the following additions:

1. Municipal Health Holdings
2. Gordon Churn gravel
3. Hamlet of Baldwinton

Motion Carried.

**Declaration of Interest**

Councillor Bernadette Poppleton declared an interest in Subdivision NW 20-43-25-3 Update

Councillor Chip Chibri declared an interest in Tannis Chibri payment #5472

Councillor Floyd Whitney declared an interest in Floyd Whitney payment #5487

Councillor Vincent Murphy declared an interest in Vincent Murphy payment #5483

**Minutes**

324/16 JERRY PETOVELLO

That the minutes of the November 3, 2016 meeting be adopted as circulated.

Motion Carried.

**Financial Activities**

325/16 CHIP CHIBRI

That the Statement of Financial Activities for the month of November 2016 and the Bank Reconciliation for November 2016 be approved as presented.

Motion Carried.

Councillor Chip Chibri left the meeting at 9:25 a.m. due to the declaration of interest in payment #5472 to Tannis Chibri in the amount of \$551.70.

**Tannis Chibri Payment # 5472**

326/16 TREVOR MCCREA

That payment #5472 to Tannis Chibri in the amount of \$551.70 be approved for payment.

Motion Carried.

Councillor Chip Chibri returned to the meeting at 9:26 a.m.

Councillor Floyd Whitney left the meeting at 9:29 a.m. due to the declaration of interest in the payment #5487 to Floyd Whitney in the amount of \$980.00.

Councillor Vincent Murphy left the meeting at 9:29 a.m. due to the declaration of interest in the payment #5483 to Vincent Murphy in the amount of \$1,195.78.

**Floyd Whitney Payment #5487 and Vincent Murphy #5483**

327/16 JERRY PETOVELLO

That payment #5487 to Floyd Whitney in the amount of \$980.00 and payment #5483 to Vincent Murphy in the amount of \$1,195.78 be approved for payment.

Motion Carried.

Councillors Floyd Whitney and Vincent Murphy returned to the meeting at 9:30 a.m.

**Accounts**

328/16 CHIP CHIBRI

That the accounts be approved and authorized for payment and that a list of cheques numbered 5422 to 5491 inclusive and payroll direct deposits 1288 to 1309 inclusive, totaling \$368,080.88 be presented in Schedule 'A' to these minutes.

Motion Carried.

**Diesel Fuel Tender Opening**

PFA	\$0.8946 + GST
CPS	\$0.8820 + GST
Save-on-Fuel	\$0.9050 + GST
Bluewave Energy	\$0.9790 + GST
Lloydminster Co-op	\$0.8640 + GST
Rack	\$0.8810 + GST
UFA	\$0.8469 + GST

**Public Hearings**

329/16 TREVOR MCCREA

That the Council meeting be suspended to open Public Hearings for a Roadway Subdivision request and for a Discretionary Use request at 10:30 a.m. MST.

Motion Carried.

**Resume Regular Meeting**

330/16 JERRY PETOVELLO

That the Public Hearings be closed and the council meeting resume at 10:36 a.m.

Motion Carried.

Council broke for lunch at 12:05 p.m.

Council reconvened from lunch at 12:40 p.m.

**Correspondence**

SK Highways	Re: Winter Weights
SK Municipal Awards	Re: Winners 2016
SARM	Re: Transportation 2030
Royal Canadian Legion – SK Command	Re: Military Service Recognition Book
Sask Alert	Re: Training
SARM	Re: Nomination for 2017 Lieutenant Governor's Award
SARM	Re: Safety Council Training

Rivers West	Re: Workshop Opportunities
HELP International	Re: 2017 Shelterbelt Tree Program
Living Sky School Division	Re: Review of Education Governance
NCTPC	Re: Minutes
BAR Engineering	Re: Sales – Engineering Services
FCM	Re: President's Corner
SARM	Re: Regional PCO Supervisors
Rivers West	Re: E-Update
Munisoft	Re: Year End Processing Webinars
Agriculture Health & Safety	Re: Network News
SARM	Re: Snow Removal Exemption
Lakeland Emergency Training Centre	Re: Grassland Wildfire Operations
Government of Saskatchewan	Re: Gravel Development & Heritage Resources
Ministry of Agriculture	Re: Rabies in Skunks
4-H	Re: 4-H Forever Centennial Campaign
RMAA	Re: Assessment & Taxation Workshop
NCTPC	Re: Workshop
Manitou Lake Canada 150	Re: Funding Request
SARM	Re: Percentages of Value
SARM	Re: Sask Hospital Funding
SaskTip	Re: Membership
SK Emergency Services	Re: Emergency Operations
Cactus Environmental Services Ltd.	Re: Gravel Pit Reclamation
Capital I Industries	Re: Packer & Seasons Greetings
Holm Raiche Oberg	Re: Audit Engagement Letter
SARM	Re: Benefit Renewal 2017
SARM	Re: Salary Schedule
SARM	Re: Certificate of Completion
RMAA	Re: Curling

**Sask 4-H Foundation Grant**

331/16 CHIP CHIBRI

That the Council of the Rural Municipality of Hillsdale No. 440 give a grant of \$250.00 to the Saskatchewan 4-H Council in support of their 4-H Forever Centennial Campaign.

Motion Carried.

**Assessment, Taxation and Tax Tools Workshop**

332/16 FLOYD WHITNEY

That Janet Black, Lois Johnston, Tracey Zweifel and two members of council be authorized to attend the Assessment, Taxation and Tax Tools Workshop in North Battleford on February 19, 2017 and that the R.M. of Hillsdale No. 440 pay the registration and travel costs.

Motion Carried.

**Manitou Lake Canada 150**

333/16 JERRY PETOVELLO

That we give a grant of \$150.00 to the Manitou Lake Canada 150 committee.

Motion Carried.

**Saskatchewan Hospital New Beginnings**

334/16 VINCENT MURPHY

That we donate \$6.00 per capita for 563 residents to the Saskatchewan Hospital New Beginnings for a total cost of \$3,378.00.

Motion Carried.

**ASSIST Meeting – January 26, 2017**

335/16 TREVOR MCCREA

That Chip Chibri, Janet Black and one more council member be authorized to attend the Alberta Saskatchewan Incident Support Team meeting on January 26, 2017 at 10:00 a.m. in Kitscoty, Alberta.

Motion Carried.

**Cactus Environmental Invoice**

336/16 TREVOR MCCREA

That we pay Invoice #4687 from Cactus Environmental Services Ltd. in the amount of \$409.50 and that we inform them future inspections at the site must be requested by RM council or employees in order for payment to be made.

Motion Carried.

**Audit Engagement**

337/16 BERNADETTE POPPLETON

That Reeve Glenn Goodfellow and Administrator Janet Black be authorized to sign the audit engagement letter from Holm Raiche Oberg for audit 2016.

Motion Carried.

Cliff Stewart gave his foreman's report as presented in Schedule 'B' to these minutes.

**Overhead Door Openers**

338/16 VINCENT MURPHY

That we contract Lamb's Door Service Ltd. to supply and install three (3) ¾ horsepower electronic overhead door openers at a cost of \$3,870.00 plus applicable taxes.

Motion Carried.

Safety Officer, Tracey Zweifel attended the meeting at 1:45 p.m. and gave her safety program report as presented in Schedule 'C' to these minutes.

**Occupational Health Committee**

339/16 FLOYD WHITNEY

That the Rural Municipality of Hillsdale No. 440 implement an Occupational Health Committee to include representation from Administration, Outside Employees and Council.

Motion Carried.

**Glove Allowance for Outside Employees**

340/16 CHIP CHIBRI

That the Rural Municipality of Hillsdale No. 440 reimburse the outside employees for work gloves limited to no more than one pair per month costing a maximum of ten dollars with a receipt required.

Motion Carried.

Safety Officer, Tracey Zweifel left the meeting at 2:21 p.m.

**Private Roadway Subdivision – SE 31-43-25-3**

341/16 BERNADETTE POPPLETON

That the Council of the Rural Municipality of Hillsdale No. 440 approve for Municipal purposes, the Application identified as Community Planning file R0826-16S to subdivide one parcel, Proposed Parcel A Agricultural in SE 31-43-25 W3M, 0.98 acres for access to SW 31-43-25 W3M; and that we recommend approval by Community Planning under Sections 3.5.2.1 Policy (a) and 3.5.2.2 Policy (b)(iii) of the Official Community Plan; further that the municipality requires that this proposed parcel be tied to Parcel No. 1497789604, SW 31-43-25 W3M Ext 20, Title No. 146211746.

Motion Carried.

**Development Permit #5-2016**

342/16 FLOYD WHITNEY

That the Development Permit #5-2016 for Evan Loetkeman in SW 19-45-25 W3M, be approved as a discretionary use under Table 6-1 A-Agriculture District Development Standards; Residential Uses; Section 1 Farm Dwelling.

Motion Carried.

**Road Maintenance Agreement H16153-440-01**

343/16 TREVOR MCCREA

That the Reeve and the Administrator be authorized to sign Road Maintenance Agreement H16153-440-01 with the Ministry of Highways for the heavy haul on Township Road 430 south of Sections 1 & 2-43-23 W3M to be carried out during winter weight season.

Motion Carried.

**Diesel Fuel Tender – 2017**

344/16 JERRY PETOVELLO

That the Council of the Rural Municipality of Hillsdale No. 440 award the diesel fuel tender for 2017, to supply and deliver approximately 100,000 to 105,000 litres, to Crop Production Services at \$0.882 cents per litre based as of December 6, 2016.

Motion Carried.

Reeve Glenn Goodfellow left the meeting at 2:49 p.m.

Deputy Reeve Trevor McCrea assumed the chair.

**ROW Purchase NE 36-43-24 W3M**

345/16 VINCENT MURPHY

That we offer to purchase the 150 foot right of way on the east side of NE 36-43-24 W3M from Terry Carlton for the additional clay available for future road construction.

Motion Carried.

**Winter Sanding**

346/16 CHIP CHIBRI

That the Rural Municipality of Hillsdale No. 440 contract the winter sanding work as follows:

McIntosh Sand & Gravel–PG 675 North and Lilydale road  
Urlacher & Sons Construction–PG 675 South and Baldwinton Grid;  
to allow us to observe the products, service, material performance and costs.

Motion Carried.

**Bylaw 11/2016 – First Reading**

347/16 BERNADETTE POPPLETON

That Bylaw 11/2016, being a bylaw to provide for the establishment of a code of ethics for members of Council of the Rural Municipality of Hillsdale No. 440, be read a first time.

Motion Carried.

The Bylaw was read by the Administrator.

**Bylaw 11/2016 – Second Reading**

348/16 CHIP CHIBRI

That Bylaw 11/2016, being a bylaw to provide for the establishment of a code of ethics for members of Council of the Rural Municipality of Hillsdale No. 440, be read a second time.

Motion Carried.

The Bylaw was read by the Administrator.

**Bylaw 11/2016 – Third Reading Approval**

349/16 JERRY PETOVELLO

That Bylaw 11/2016, being a bylaw to provide for the establishment of a code of ethics for members of Council of the Rural Municipality of Hillsdale No. 440, be given three readings at this meeting.

Motion Carried.  
Unanimously.

**Bylaw 11/2016 – Third Reading**

350/16 VINCENT MURPHY

That Bylaw 11/2016, being a bylaw to provide for the establishment of a code of ethics for members of Council of the Rural Municipality of Hillsdale No. 440, be read a third time and finally approved.

Motion Carried.

The Bylaw was read by the Administrator.

**Bylaw 12/2016 – First Reading**

351/16 JERRY PETOVELLO

That Bylaw 12/2016, being a bylaw to provide for Repealing Bylaws 12/2016, 4/2007, 2/2010 and 8/2016, be read a first time.

Motion Carried.

The Bylaw was read by the Administrator.

**Bylaw 12/2016 – Second Reading**

352/16 BERNADETTE POPPLETON

That Bylaw 12/2016, being a bylaw to provide for Repealing Bylaws 12/2016, 4/2007, 2/2010 and 8/2016, be read a second time.

Motion Carried.

The Bylaw was read by the Administrator.

**Bylaw 12/2016 – Third Reading Approval**

353/16 FLOYD WHITNEY

That Bylaw 12/2016, being a bylaw to provide for Repealing Bylaws 12/2016, 4/2007, 2/2010 and 8/2016, be given three readings at this meeting.

Motion Carried.  
Unanimously.

**Bylaw 12/2016 – Third Reading**

354/16 CHIP CHIBRI

That Bylaw 12/2016, being a bylaw to provide for Repealing Bylaws 12/2016, 4/2007, 2/2010 and 8/2016, be read a third time and finally approved.

Motion Carried.

The Bylaw was read by the Administrator.

**Office Cleaning Contract**

355/16 CHIP CHIBRI

That the Rural Municipality of Hillsdale No. 440 contract Keri Bratkowski at a rate of \$17.00 per hour for our office maintenance for 2017.

Motion Carried.

**Holiday Office Hours**

356/16 BERNADETTE POPPLETON

That the Rural Municipality of Hillsdale No. 440 implement the following holiday schedule for the Municipal Office located at 39 L.E. Gibbons Centre Street:

Thursday, December 22/16	8:30 am to 4:30 pm MST
Friday, December 23/16	Closed
Monday, December 26/16	Closed
Tuesday, December 27/16	8:30 am to 4:30 pm MST
Wednesday, December 28/16	8:30 am to 4:30 pm MST
Thursday, December 29/16	8:30 am to 4:30 pm MST
Friday, December 30/16	8:30 am to 4:00 pm MST
Monday, January 2/17	Closed

Motion Carried.

**2017 Meeting Schedule**

357/16 JERRY PETOVELLO

That the 2017 meeting schedule of the Council of the Rural Municipality of Hillsdale No. 440 be as follows:

Thursday, January 12, 2017  
Tuesday, February 7, 2017  
Thursday, March 9, 2017  
Thursday, April 6, 2017  
Thursday, May 4, 2017  
Thursday, June 8, 2017  
Thursday, July 6, 2017  
Thursday, August 3, 2017  
Thursday, September 7, 2017  
Thursday, October 5, 2017  
Monday, November 6, 2017  
Thursday, December 7, 2017

held in the Municipal Office, Neilburg at 9:00 am MST.

Motion Carried.

**City of Medicine Hat Natural Gas & Petroleum Resources  
City of Medicine Hat Vertical Well 06-11-43-24 W3M  
Existing Approach Approval**

358/16 FLOYD WHITNEY

That we approve the request from the City of Medicine Hat Natural Gas and Petroleum Resources Department to utilize an existing approach in NW 11-43-24 W3M for access to City of Medicine Hat vertical well 06-11-43-24 W3M with the following stipulations:

- the Industrial Road Use Agreement is signed by a City of Medicine Hat Natural Gas & Resources representative
- if the existing approach requires upgrading, it be built with a minimum top width of thirty feet and 5:1 side slopes where possible.

Motion Carried.

Administrator in Training Natalie Sousa-Pelley left the meeting at 3:49 p.m.

Foreman Cliff Stewart left the meeting at 4:00 p.m.

**In Camera**

359/16 FLOYD WHITNEY

That the meeting proceed in camera at 4:03 p.m. as per Section 16(1) of the Local Authority Freedom of Information and Protection of Privacy Act to discuss human resources

Motion Carried.

Present: Trevor McCrea, Jerry Petovello, Bernadette Poppleton, Vincent Murphy, Floyd Whitney, Chip Chibri and Janet Black.

**Meeting Reconvenes**

360/16 CHIP CHIBRI

That Council come out of camera at 4:56 p.m.

Motion Carried.

**Delegations**

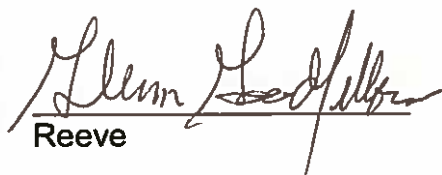
- 1] Jason & Dale – Brandt Tractor – 10:30 a.m.
- 2] Dave Wintonyk & Tyler Kondra– Amec Foster Wheeler – 11:00 a.m.

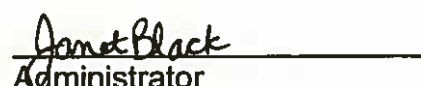
**Adjourn**

361/16 JERRY PETOVELLO

That this meeting adjourn at 5:00 p.m.

Motion Carried.

  
Reeve

  
Administrator



**Schedule 'A'**

DD1288 – DD1304	35,372.35
DD1305 – DD1309	3,930.41
5422 CUETS Financial	649.65
5423 David Stasiuk	280.98
5424 Receiver General for Canada	13,724.60
5425 Municipal Employees Pension Plan	8,500.96
5426 Municipal Employees Pension Plan	40.08
5427 Amec Foster Wheeler	2,041.99
5428 Baldwinton Cemetery Committee	40.00
5429 Bee J's Stationers Inc.	510.39
5430 Janet Black	271.50
5431 Karrie Blackbeard	308.22
5432 Keri Bratkowski	228.75
5433 C & L Service Centre	20.84
5434 Carruthers Cemetery Committee	270.00
5435 City Locksmithing & Security	262.50
5436 Crop Production Services	3,078.09
5437 Elaine Eton	1,344.00
5438 Fort Garry Industries Ltd.	274.05
5439 Lois Johnston	47.87
5440 Kal Tire	2,571.87
5441 Lakeland College	4,064.07
5442 Linde Canada Limited C3199	231.44
5443 Lightning Hydrovac Ltd.	2,352.00
5444 Living Sky School Division #202	3,574.16
5445 Void	0.00
5446 Lloydminster Co-Operative Ltd.	2,230.65
5447 Marling Farms Ltd.	3,000.00
5448 Minister of Finance – Ministry of Justice	24,307.43
5449 Ministry of Agriculture	2,337.52
5450 Northwest School Division #203	9,778.69
5451 Nor West Distributors 2015	74.08
5452 Nutbrown Brothers Trenching	147.00
5453 Pat Gibbons Ltd.	589.83
5454 Queen's Printer Revolving Fund	110.25
5455 RMAA Workshop Fund	210.00
5456 Kevin Rowswell	5,250.00
5457 Sask Energy	176.96
5458 Sask Power	915.66
5459 Sask Tel	713.19
5460 Sask Tel Mobility	52.80
5461 The Lloydminster Source	110.25
5462 The Blind Studio	2,827.13
5463 Transit Technical Services Ltd.	5,164.69
5464 Triod Supply 2011 Ltd.	536.53
5465 Van Houtte Coffee Services Inc.	110.29
5466 Village of Neilburg	468.00
5467 West Yellowhead Waste Resource Authority	4,255.86
5468 Xerox Canada Ltd.	832.60
5469 Tracey Zweifel	226.59
5470 Chip Chibri	927.75
5471 Vincent Murphy	959.32
5472 Tannis Chibri	551.70
5473 E & L Building Contractors	34,021.79
5474 Edmonton Kenworth Ltd.	143.27
5475 Lash Enterprises	195.76
5476 Lilydale Creek Enterprises Ltd.	1,417.50
5477 Lloydminster Co-Operative Ltd.	2.29
5478 Voided by Print Process	0.00
5479 Voided by Print Process	0.00
5480 Voided by Print Process	0.00

5481	McIntosh Garage & Auto Body Ltd.	169,665.55
5482	Midway Distributors Ltd.	70.75
5483	Vincent Murphy	1,195.78
5484	Neilburg Composite School	13.00
5485	Princess Auto	193.89
5486	Tirecraft Lloydminster	5,631.85
5487	Floyd Whitney	980.00
5488	Manitou Lake Canada 150	150.00
5489	Sask Hospital New Beginnings	3,378.00
5490	Saskatchewan 4-H Foundation	250.00
5491	Cactus Environmental Service	409.50

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**Schedule 'B'**

**Foreman's Report**

- new cables for old doors
- radio channel – too expensive
- speed plow for grader – better for truck add sander
- SARM grader tires \$2500.00; Tirecraft \$1982.00
- water truck – 45 minutes to pump off – new impellers needed, certified used tank
- dust control information – just got here
- wings on graders
- wired switch into graders for orange vs blue lights
- front fenders for backhoe built by Brent
- pressure washer – pump gone, changed valve, used for 1 minute – no pressure – increase warranty.

**Schedule 'C'**

**Safety Report**

- fire fighting school
- OH&S Committee
- safety manual template from SARM
- bulk buy of blades
- harassment seminar at SARM
- first aid

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BYLAW NO. 11/2016

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF A CODE OF ETHICS FOR MEMBERS OF COUNCIL OF THE RURAL MUNICIPALITY OF HILLSDALE NO. 440.

The Council of the Rural Municipality of Hillsdale No. 440, in the Province of Saskatchewan, enacts as follows:-

**1. Short Title**

This Bylaw may be cited as the Code of Ethics Bylaw.

**2. Legal Requirement**

This Bylaw has been created to comply with Section 93.1 of *The Municipalities Act*.

**PART I – CODE OF ETHICS FOR MEMBERS OF COUNCIL**

**3. Preamble**

As members of Council, we recognize that our actions have an impact on the lives of all residents and property owners in the community. Fulfilling our obligations and discharging our duties responsibly requires a commitment to the highest ethical standards.

The quality of the public administration and governance of the Rural Municipality of Hillsdale No. 440, as well as its reputation and integrity, depends on our conduct as elected officials.

**4. Purpose and Interpretation**

The purpose of this code is to outline basic ethical standards and values for members of Council. It is to be used to guide members of Council respecting what their obligations are when fulfilling their duties and responsibilities as elected officials.

This code is to be interpreted in accordance with the legislation applicable to the municipality, the common law and the policies and bylaws of the municipality.

Neither the law nor this code is to be interpreted as exhaustive, and there will be occasions on which a council will find it necessary to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government.

It is the responsibility of each member of council to uphold the standards and values set out in this code.

**5. Standards and Values**

**a. Honesty**

Members of council shall be truthful and open in their roles as council members and as members of the communities they serve.

**b. Objectivity**

Members of council shall make decisions carefully, fairly and impartially.

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**c. Respect**

Members of council shall treat every person, including other members of council, municipal employees and the public with dignity, understanding and respect.

Members of council shall not engage in discrimination, bullying or harassment in their roles as members of council. They shall not use derogatory language towards others, shall respect the rights of other people and groups, shall treat people with courtesy and shall recognize the importance of the different roles others play in local government decision making.

**d. Transparency and Accountability**

Members of council shall endeavor to conduct and convey council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions.

Members of council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission.

**e. Confidentiality**

Members of council shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by council to do so. Members shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as members of council of a local authority.

**f. Leadership and the Public Interest**

Members of council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the municipality. A member shall strive, by focusing on issues important to the community and demonstrating leadership, to build and inspire the public's trust and confidence in the local government.

Members of council are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical conduct.

**g. Responsibility**

Members of council shall act responsibly and in accordance with the Acts of the Parliament of Canada and the Legislature of Saskatchewan, including *The Municipalities Act*.

This duty includes disclosing actual or potential conflicts of interest, either financial or otherwise relating to their responsibilities as members of council, following policies and procedures of the municipality, and exercising all conferred powers strictly for the purpose for which the

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powers have been conferred. Every member of council is individually responsible for preventing potential and actual conflicts of interest.

## **PART II – CONTRAVENTION OF THE CODE OF ETHICS**

### **6. Complaint Procedure**

As required by clause 93.1(5)(c) of *The Municipalities Act*, the following section details the procedure for handling contraventions of the code of ethics.

- a. To report an alleged contravention of the code of ethics, an individual/organization/member of council may submit the form found in Schedule A, by sending the form directly to the municipal administrator by mail, e-mail, fax or courier. The complaint will then be presented to council at the next regular meeting of council in an *in camera* session.
- b. Upon receipt of a complaint, Council shall discuss the complaint and take all necessary steps to ensure the complaint is valid.
- c. All discussion surrounding alleged and substantiated contraventions of this policy shall be conducted in an *in camera* session at a meeting of council.
- d. If the claim is found to be substantiated, Council may, by resolution, impose an appropriate penalty detailed in 6(a) to (h) based on the severity of the contravention of the code of ethics.
  - (i) Any action taken by Council should include a time frame to complete the expected remedial action.
- e. Council shall inform the claimant, member of council, and any other relevant party of council's decision, which includes:
  - (i) Informing the claimant and member of council of the corrective action and/or
  - (ii) Informing the complainant and member of council of the corrective action and/or the measures taken to ensure the behavior or activity does not continue.

### **7. Contravention During a Council Meeting**

If Council is of the opinion that a member has violated the code of ethics during a council meeting, Council may require the member to remove themselves for the remainder of the council meeting. Council may apply additional penalties based on the severity of the contravention.

### **8. Remedial Action if Contravention Occurs**

Should a member of a Council breach any of the principles outlined in this code, the possible courses of action that are available to Council include but are not limited to:

- a. An apology, either written and/or verbal, by the Member of Council to the impacted individual(s), Council, and/or the general public.

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- b. Repayment of monies/gifts received.
  - c. Removal of the member from Council Committees and/or bodies.
  - d. Dismissal of the member from a position of Chairperson of a Committee
  - e. Educational training on ethical and respectful conduct.
  - f. Reprimand.

**PART III – COMING INTO FORCE**

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



Glenn Goodfellow  
Reeve

Janet Black  
Administrator



**Schedule A**  
**Formal Complaint Form**

**Please note that knowingly signing a false affidavit may expose you to prosecution under the Criminal Code of Canada.**

I \_\_\_\_\_, of \_\_\_\_\_  
*(First and Last Name)* *(Full Mailing Address)*

do solemnly swear that the following contents of this statement are true and correct and hereby request the Council of the Rural Municipality of Hillsdale No. 440 to look into whether or not the following member(s) of the Rural Municipality of Hillsdale No. 440 Council has (have) contravened the Code of Ethics:

\_\_\_\_\_

I have reasonable and probable grounds to believe that the above member(s) has (have) contravened the Code of Ethics by reason of the following:

1. insert date(s), time and location of conduct;
2. include the sections of this bylaw that have been contravened;
3. provide the particulars and names of all persons involved, and of all witnesses;
4. provide contact information for all people listed;
5. any exhibits can be attached; and
6. if more space is required, please attach additional pages as needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(Signature of Complainant)*

\_\_\_\_\_  
*(Date)*

<b><u>For Office Use Only</u></b>
_____ <i>Date Filed</i>
_____ <i>Signature &amp; Position</i>

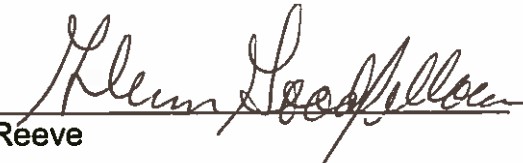
BYLAW 12, 2016

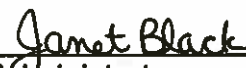
A BYLAW TO REPEAL BYLAWS 12/2006; 4/2007; 2/2010; 8/2016

The Council of the Rural Municipality of Hillsdale No. 440, in the Province of Saskatchewan, enacts as follows: -

1. Bylaw No. 12/2006 being a bylaw to repeal Bylaws No. 60, 7/59, 2/72, 3/74, 1/86, 2/98, 3/98, 4/2000, 1/2005 and 5/2006 passed July 6, 2006 is hereby repealed.
2. Bylaw No. 4/2007 being a bylaw to repeal Bylaw 1,2007 passed on March 9, 2007 is hereby repealed.
3. Bylaw No. 2/2010 being a bylaw to repeal Bylaws 1/1999, 3/2002, 1/2004, 3/2007, 5/2007, 7/2007 and 5/2009 passed on September 9, 2010 is hereby repealed.
4. Bylaw No. 8/2016 being a bylaw to repeal Bylaws 3/1961, 7/2004, 2/2009 and 3/2010 passed on September 8, 2016 is hereby repealed.



  
Reeve

  
Administrator