

Rural Municipality of Antelope Park No. 322

B Y L A W 1/2009

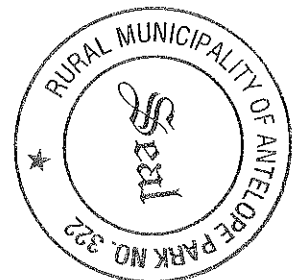
**A Bylaw authorizing an intermunicipal agreement for joint administrative services:**

The Council of the Rural Municipality of Antelope Park No. 322 in the Province of Saskatchewan, enacts as follows:


- a. The council is authorized to enter an intermunicipal agreement with the Rural Municipality of Milton No. 292, and the Village of Marengo; said agreement is attached to and forms part of this bylaw;
- b. A committee comprised of members of each council shall administer the Intermunicipal agreement; meetings of the committee shall be held as required, with one annual meeting each December to be held on regular meeting date of R.M. 292 in odd-numbered years, R.M. 322 in even-numbered years.
- c. The terms of the agreement shall be open to negotiation at the annual meeting, and new or revised agreements may be substituted from time to time, provided each municipality has approved the revision.
- d. Dissolution of the agreement, due to a member wishing to withdraw, or due to a majority of members wishing to expel a member, requires twelve months' advance notice.
- e. The Bylaw 1-1996 is hereby repealed:

  
Reeve

  
Administrator



This is a certified true copy  
of Bylaw 1/2009... adopted  
by Council on Dec. 19/09.....

  
Shelley Mohr - Administrator

MEMORANDUM OF AGREEMENT MADE IN TRIPLICATE, 11<sup>th</sup> day of December, 2012:

BETWEEN :

**The Rural Municipality of Milton No. 292**  
and  
**The Rural Municipality of Antelope Park No. 322**  
*Saskatchewan Rural Municipalities*  
and  
**The Village of Marengo**  
*Saskatchewan Urban Municipality*

The councils of the rural municipalities and the urban municipality (the municipalities) agree as follows:

1. The councils of the municipalities comprise a Joint Administration Board to oversee the operation of this agreement;

### **JOINT COSTS**

2. The municipalities agree to share administrative costs, including salaries and benefits, administrative convention and travel costs, office utilities, telephone, postage, stationery, miscellaneous office costs, and office equipment costs, on the following basis:

Rural Municipality of Milton No. 292	37.5%
Rural Municipality of Milton No. 292 (Alsask Division 7)	20 %
Rural Municipality of Antelope Park No. 322	37.5%
Village of Marengo	5%

3. The rural municipalities agree to make all expenditures in connection with providing the joint office and agree to present an accounting of expenditures annually or as otherwise required; the urban municipality agrees to reimburse the rural municipalities, and the rural municipalities agree to equalize their expenditure, by the end of each fiscal year;

### **PERSONNEL POLICY**

4. Statutory duties as well as those assigned by the municipalities are the responsibility of the administrator who is appointed by each municipality to the position; supervision of the office and delegation of tasks are the responsibilities of the administrator.
5. Full time annual administrative employees are required to report for work 35 hours per week and may work a maximum of 8 hours per day;
6. The Administrator who is required to attend evening meetings or committee meetings of Rural Municipal Councils is entitled to 12 days off per year; evening village council meetings are classified as ordinary duties and no equivalent time off is allowed

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7. Assistant Administrative and casual administrative employees who are required to attend evening committee or council meetings are entitled to equivalent paid time off work;
8. Administrative employees annual holidays are granted as follows 1-9 years – 3 weeks, 10 years – 4 weeks, 15 years – 5 weeks, 20 years – 6 weeks, the years being portable from one municipality to another;
9. Annual salaried administrative employees may bank or accumulate a maximum of 10 days holidays over year end, but must be used by March 31<sup>st</sup> of that same year;
10. Annual salaried administrative employees are entitled to 1.5 paid sick days per month, with a maximum of 18 days in any 12-month period; there is no provision for *banking* of unused sick days; and casual administrative employees will be paid one sick day a month if sick on scheduled work days;
11. The municipalities adopt an ongoing policy authorizing the administrator to attend conventions and seminars as part of the duties of office, as required by the Urban and Rural Municipal Administrators' Associations of Saskatchewan; hotel room costs, meals, registration fees, and mileage allowance at rate to be determined at the annual joint meeting for the following year;
12. The administrator's annual professional association membership fees will be paid by the employers;
13. The Rural Municipalities shall insure employees under the SARM short-term disability benefits plan (which pays 80% of insured earnings after 14 continuous days of illness or disability) and under the mandatory SARM group life insurance plan, premiums for such insurance shall be paid by the municipalities;
14. The Rural Municipalities shall insure employees who are obliged as members of the Rural Municipal Administrators Association of Saskatchewan (or who may otherwise choose to be insured) to maintain group insurance under the SARM long-term disability benefits plan; premiums for such insurance shall be paid by the municipalities according to SARM's policies, and be reimbursed to the municipalities by the employees;
15. Health and Dental and Group Life Insurance coverage offered to other municipal employees shall also be offered to administrative employees, with the employer paying part of premiums on the same basis as is provided to other municipal employees;
16. Administrative employees be granted five – eight hour paid days for bereavement due to the death of immediate family, paid days off to be taken within the period commencing one week before and ending one week after the funeral; the definition of "immediate family" as taken from the *The Labour Standards Act* is as follows:  
"Immediate family means a spouse, parent, grandparent, child, brother or sister of an employee or of a spouse."

**COMMITTEE ADMINISTRATION**

- 17. Meetings of the Joint Administration Board shall be held as required, with one annual meeting each December to be held on any date as may be selected; advance notice shall be provided to members.
- 18. Voting at Joint Administration meetings shall be by 3 voting delegates from each R.M. Council and 1 voting delegate for the Village Council.
- 19. The terms of the agreement shall be open to negotiation at the annual meeting, and new or revised agreements may be substituted from time to time; each municipality must individually ratify new agreements and append them to their bylaws, by resolutions adopted at municipal council meetings.

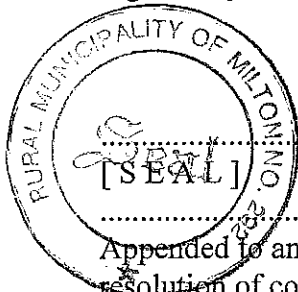
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**Joint Administration Board Agreement**

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- 20. Dissolution of the agreement, due to a member wishing to withdraw, or due to a majority of members wishing to expel a member, requires twelve months advance notice.
- 21. This agreement replaces previous agreements (January, 1996 inter-municipal agreement, as amended in 1997, 2000, 2003, 2006, 2009, 2011) and continues.

**Agreed by the municipalities on the dates shown:**



**Rural Municipality of Milton No. 292**

*Paul E. [Signature]* ..... Reeve

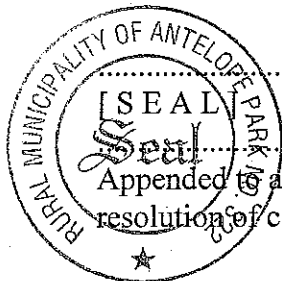
*[Signature]* ..... Administrator

Appended to and forming part of Bylaw 2/2009 by resolution of council January 9, ~~2012~~ 2013

**Rural Municipality of Antelope Park No. 322**

x *[Signature]* ..... Reeve

*[Signature]* ..... Administrator



Appended to and forming part of Bylaw 1/2009 by resolution of council December 18, 2012

**Village of Marengo**

*[Signature]* ..... Mayor

*[Signature]* ..... Administrator



Appended to and forming part of Bylaw 3/2009 by resolution of council December 11, 2012