

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

## **Meeting Minutes**

**January 17<sup>th</sup>, 2017 - Regular Meeting of Council - 7:00 p.m.**

Minutes of the regular meeting of the council of the Rural Municipality of Antelope Park No. 322 held on Tuesday, January 17<sup>th</sup>, 2017 commencing at 7:00 p.m. in the municipal office in Marengo, Saskatchewan.

Council members in attendance were:

Reeve: Gordon Dommett

Division 1: Clinton Barr

Division 2: William Warrington

Division 3: Brantford Whittleton

Division 4: Barry Noble

Division 5: Raymond McKeary

Division 6: Eldon Roesler

Member of Council Oath was signed by council member Raymond McKeary before the meeting was called to order.

### **CALL TO ORDER**

Reeve Gordon Dommett called the meeting to order at 7:00 p.m.

### **ADOPT AGENDA**

**Resolution No. 2017-001**

**Moved By:** Brantford Whittleton

That the agenda be adopted with the addition of the following items:

Correspondence - Hoosier Rec Board

Agenda Item - Advertisement for Pest Control Officer and Weed Inspector

Agenda Item - Municipal Bylaw Court

**CARRIED**

### **RESCIND RESOLUTION 2016-224**

**Resolution No. 2017-002**

**Moved By:** Clinton Barr

That we rescind resolution 2016-224 as the event is not being held.

**CARRIED**

*GD.*  
*RB*

**MINUTES****Resolution No. 2017-003****Moved By:** William H. Warrington

That the minutes from the meeting held on December 20th, 2016 be approved as amended.

**CARRIED****JOINT ADMINISTRATION REPORT****Resolution No. 2017-004****Moved By:** Barry Noble

That the following salary increases and repairs to the municipal office be approved effective January 1st, 2017:

Increase Trina Mears' wage from \$23.00 per hour to \$23.50 per hour;

Increase Candace Dueck's salary from \$50,000 to \$51,100;

Increase Robin Busby's salary from \$88,348.00 to \$92,105.00;

Make the following repairs and updates to the municipal office:

Install lever type door knob on interior porch door;

Install 3 interior steel doors and frames in the Administrator's office, first door entering the hallway and the door entering the kitchenette;

Construct and install a counter top and half door between the existing counter and the west wall of the Administrator's office.

**CARRIED****JOINT AGREEMENT****Resolution No. 2017-005****Moved By:** Clinton Barr

That we ratify the Joint Administration Agreement attached hereto and forming part of these minutes and append it to Bylaw 1-2009, replacing the 2012 agreement.

**CARRIED****BYLAW 2016-05 - BYLAW TO ADOPT THE PRAIRIE WEST DISTRICT PLAN -  
SECOND READING****Resolution No. 2017-006****Moved By:** Clinton Barr

That Bylaw 2016-05, a bylaw to adopt the Prairie West District Plan, be given second reading.

**CARRIED****BYLAW 2016-05 - ALLOW FOR THIRD READING****Resolution No. 2017-007****Moved By:** Raymond McKeary

That the third reading of Bylaw 2016-05 be permitted at this meeting.

**CARRIED UNANIMOUSLY**


  
RD
   
RB

**BYLAW 2016-05 THIRD READING AND ADOPTION****Resolution No. 2017-008****Moved By:** Barry Noble

That Bylaw 2016-05 be given third reading and be adopted.

**CARRIED****REPORTS****Resolution No. 2017-009****Moved By:** Brantford Whittleton

That the following board reports be filed for future reference:

Joint Administration Report  
 Kindersley & District Plains Museum  
 Agricultural Producers of Saskatchewan  
 West Central Municipal Government Committee  
 Kindersley Medical Arts  
 Major & District Fire Board  
 Prairie West District Plan Public Meeting  
 PCO Inspection Report  
 Annual Report of the Weed Inspector

**CARRIED****REVENUE AND EXPENSES****Resolution No. 2017-010****Moved By:** Eldon Roesler

That the statement of revenue and expenses for December be approved as presented.

**CARRIED**

7:45 p.m. - Clinton Barr declared a conflict of interest as Mr. Barr is a member of the Hoosier Recreation Board. Mr. Barr left the board room.

**HOOSIER RECREATION BOARD****Resolution No. 2017-011****Moved By:** William H. Warrington

That we table the discussion of a donation to the Hoosier Recreation Board and the Loverna Sport Club until the February meeting of council.

**CARRIED**

7:56 p.m. - Clinton Barr returned to the board room.

**CORRESPONDENCE****Resolution No. 2017-012****Moved By: Barry Noble**

That the correspondence be filed for future reference.

**CARRIED****DRILLING LICENSES****Resolution No. 2017-013****Moved By: Barry Noble**

That the following drilling licenses be approved:

*Spur Resources Ltd.*

4-21-32-27W3 (2 wells)

9-20-32-27W3 (2 wells)

**CARRIED****8:02 p.m. to 8:43 p.m.** - Sarah Andersen from Sask Central Victim Services attended the meeting to discuss the services that Sask Central Victim Services provides.**BYLAW 2017-01 - A BYLAW TO AMEND BYLAW 2016-03****Resolution No. 2017-014****Moved By: Clinton Barr**

That Bylaw 2017-01, a bylaw to amend Bylaw 2016-03 given first reading.

**CARRIED****BYLAW 2017-01 - SECOND READING****Resolution No. 2017-015****Moved By: William H. Warrington**

That Bylaw 2017-01, a bylaw to amend Bylaw 2016-03 be given second reading.

**CARRIED****BYLAW 2017-01 - ALLOW FOR THIRD READING****Resolution No. 2017-016****Moved By: Barry Noble**

That the third reading of Bylaw 2017-01 be permitted at this meeting.

**CARRIED UNANIMOUSLY**LD-  
RB

**BYLAW 2017-01 - THIRD READING AND ADOPTION****Resolution No. 2017-017****Moved By:** Raymond McKeary

That Bylaw 2017-01, a bylaw to amend Bylaw 2016-03 be given third reading and be adopted.

**CARRIED****FIDELITY BOND****Resolution No. 2017-018****Moved By:** Brantford Whittleton

That the administration fidelity bond issued by SARM and renewed annually, be noted in the minutes as having been examined at the first meeting of 2017.

**CARRIED****2017 CUSTOM WORK RATES****Resolution No. 2017-019****Moved By:** William H. Warrington

That the municipal custom work (machine and operator) rates for 2017 are as follows; custom work to only be completed at these rates for RM of Antelope Park No. 322 ratepayers:

<b>Machine</b>	<b>Hourly Rate</b>
Volvo Grader	\$100.00
Terex TS14B	\$100.00
Backhoe	\$100.00
Tractor and Mower	\$120.00
Tractor and Rock Picker	\$120.00
Tractor and Grass Seeder	\$100.00
Loader	\$100.00
Grader with Packer	\$120.00
Spreader Truck	\$100.00
1993 Ford Truck	\$75.00

**CARRIED****SASKATCHEWAN LOTTERIES GRANT****Resolution No. 2017-020****Moved By:** William H. Warrington

That we apply to Saskatchewan Lotteries for the Saskatchewan Lotteries Community Grant Program for 2018 in the amount of \$6.35 per capita.

**CARRIED**

AD.  
RB

**2017 DONATIONS****Resolution No. 2017-021****Moved By: Clinton Barr**

That the following donations for 2017 be approved:

**\$100.00 Donations**

Canadian Cancer Society	The Salvation Army
Sask Abilities Council	Sask. Lung Association
Canadian Red Cross	Mental Health Association
Camp Easter Seal	Hoosier Rec. Board
Loverna Sports Club	Major Rec. Board
Westcliffe Composite School - Awards Night	

**\$150.00 Donations**

District 24 4H Foundation

**\$200.00 Donations**

Ronald McDonald House	Saskatchewan Crime Stoppers
Kindersley District Music Festival	

**\$500.00 Donations**

West Central Crisis Centre  
Heritage Manor Auxiliary  
Leipzig Serenity Retreat

**\$1,000.00 Donations**

Kindersley Plains Museum

**\$5,000 Donations**

KAC Fire Association

**\$8,000 Donations**

STARS (donation made through SARM)

**CARRIED****GREAT PLAINS COLLEGE****Resolution No. 2017-022****Moved By: William H. Warrington**

That we contribute \$1,000.00 per year for 3 years to the Great Plains College Municipal Scholarship Fund.

**CARRIED**


**CANCEL AGRICARD****Resolution No. 2017-023****Moved By: Barry Noble**

That we cancel the following Desjardins AgriCard cards and close the account with AgriCard effective immediately:

\*\*\*\* \*\*5930 2019 - Shelley Mohr

\*\*\*\* \*\*5930 2027 - Robin Busby

**CARRIED****CANCEL CHEQUE NO. 7387****Resolution No. 2017-024****Moved By: Brantford Whittleton**

That we acknowledge a stop payment has been processed and that we cancel cheque number 7387 in the amount of \$701.00 made payable to Gordon Dommett and that a replacement cheque be issued.

**CARRIED****ADVERTISEMENT FOR PEST CONTROL OFFICER AND WEED INSPECTOR****Resolution No. 2017-025****Moved By: Eldon Roesler**

That we advertise for a pest control officer jointly with the Rural Municipality of Milton No. 292; deadline for applications is February 17th, 2017 and that we authorize Gordon Dommett and Clinton Barr to conduct interviews and make the decision to contract once the interviews are complete.

**CARRIED****MUNICIPAL BYLAW COURT****Resolution No. 2017-026****Moved By: William H. Warrington**

That the Administrator write a letter to the Town of Kindersley stating that the R.M. of Antelope Park No. 322 is interested in supporting the application to have a Justice of the Peace appointed for the Town of Kindersley and the surrounding areas.

**CARRIED****WASTE MANAGEMENT OF CANADA CORPORATION****Resolution No. 2017-027****Moved By: Clinton Barr**

That we enter into a service agreement with Waste Management Corporation of Saskatchewan with the following service base rates:

Hoosier Weekly pickup \$2,282.61

Loverna Bi-weekly pickup \$760.87

**CARRIED**

JD.  
RB

**ACCOUNTS****Resolution No. 2017-028****Moved By: Raymond McKeary**

That the following accounts be approved for payment:

Cheque No.	Payee	Description	Amount
EFT	SaskTel	RM Shop	64.54
EFT	BUSBY, Robin	Salary, December 17-30, 2016	1,884.62
EFT	DUECK, Candace	Salary, December 17-30, 2016	1,200.28
EFT	MEARS, Trina	Wages, December 17-30, 2016	892.82
EFT	MOHR, Marvin	Wages, December 17-30, 2016	310.11
EFT	SaskTel	Cell Phones	129.96
EFT	Receiver General	Remittance - December 2016	5,149.51
EFT	BUSBY, Robin	Salary, Dec 31 2016 - Jan 13 2017	2,095.15
EFT	DUECK, Candace	Salary, Dec 31 2016 - Jan 13 2017	1,484.16
EFT	MEARS, Trina	Wages, Dec 31 2016 - Jan 13 2017	1,102.78
EFT	MOHR, Marvin	Wages, Dec 31 2016 - Jan 13 2017	47.20
EFT	Sask Energy	Hoosier TG	234.94
EFT	Sask Energy	RM Shop	248.63
EFT	SaskPower	Hoosier TG	70.51
EFT	SaskPower	Loverna Pump House	73.75
EFT	SaskPower	Loverna Street Lights	80.70
EFT	SaskPower	RM Shop	106.66
EFT	SaskPower	Hoosier Street Lights	121.05
7392	Loverna Cemetery Club	Purchase of Plot - Block 15 #1	100.00
7393	CANCELLED		
7394	Gordon Dommett	Replacement of cancelled cheque 7387	701.00
7395	Brantford Whittleton	Vet Board Indemnity - December 2016	254.00
7396	Information Services Corporation	Title Search	11.00
7397	Receiver General	Overpayment of Grant-in-Lieu	640.93
7398	Sun West S.D. No. 207	Remittance - December 2016	6,266.18
7399	Living Sky S.D. No. 202	Remittance - December 2016	9,475.48
7400	SMHI	Remittance - December 2016	13,973.60
7401	M.E.P.P.	Remittance - December 2016	3,282.70
7402	R.M. of Antelope Park No. 322	Transfer of funds to ScotiaBank account	2,000,000.00
7500	CANCELLED		
7501	All-Net.ca	6 month All-Net Meetings Support	2,197.26
7502	APAS	2017 Membership Fees	4,032.94
7503	City of Prince Albert	2017 Dispatching Services	187.50
7504	Clinton Barr	2017 Land Rental for Gravel Stockpile	200.00
7505	CUETS Financial	Pesticide Applicator Course - G. Heeks	273.00
7506	Federation of Canadian Municipalities	2017-2018 Membership	75.40
7507	Gordon Dommett	2017 Land Rental for Gravel Stockpile	200.00
7508	Kindersley & District Health &	2017 Contribution	30,000.00
7509	Kindersley Regional Medical Arts Authority	2017 portion of paving loan	9,000.00
7510	Loverna Sports Club	2017 Grant - Cistern at Curling Rink	350.00
7511	Major & District Fire Board	2017 Levy	6,000.00
7512	Saskatchewan Heavy Construction Association	2017 Membership	425.00
7513	Ministry of Agriculture-Lands Branch	Quarry Leases	286.02
7514	R.M. of Snipe Lake No. 259	Public Meeting Costs - Prairie West District	184.57
7515	SARM	Tires, Membership, Bond, Insurance, Benefits	37,893.94
7516	West Central Municipal Gov't Comm.	2017 Membership	60.00

Cancelled →  
res #2017-046  
RB

JD  
RB



7517	Wheatland Regional Library	First Half of 2017 Levy	555.00
7518	Gordon Dommett	Councillor Indemnity & Mileage - Jan 2017	439.00
7519	Clinton Barr	Councillor Indemnity & Mileage - Jan 2017	222.10
7520	William Warrington	Councillor Indemnity & Mileage - Jan 2017	229.90
7521	Brantford Whittleton	Councillor Indemnity & Mileage - Jan 2017	250.70
7522	Barry Noble	Councillor Indemnity & Mileage - Jan 2017	250.70
7523	Raymond McKeary	Councillor Indemnity & Mileage - Jan 2017	254.60
7524	Eldon Roesler	Councillor Indemnity & Mileage - Jan 2017	272.80

**CARRIED**

**ADJOURN**

**Resolution No. 2017-029**

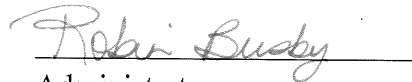
**Moved By: Raymond McKeary**

That this meeting now adjourn at 9:55 p.m.

**CARRIED**



Reeve



Administrator

MEMORANDUM OF AGREEMENT MADE IN TRIPLICATE, 22<sup>nd</sup> day of December, 2016:

B E T W E E N:

**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 40 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

Continued.....

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 7 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.

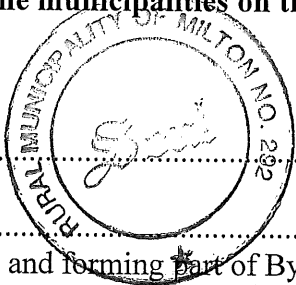
Continued.....

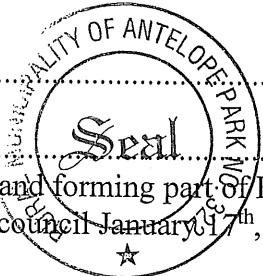
**Joint Administration Board Agreement**


---

- 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, 2012) and continues.

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

[ SEAL ]  **Rural Municipality of Milton No. 292**  
.....Reeve  
.....Robin Busby Administrator  
Appended to and forming part of Bylaw 2/2009, by resolution of council January 19<sup>th</sup>, 2017

[ SEAL ]  **Rural Municipality of Antelope Park No. 322**  
.....Reeve  
.....Robin Busby Administrator  
Appended to and forming part of Bylaw 1-2009, by resolution of council January 17<sup>th</sup>, 2017

[ SEAL ]  **Village of Marengo**  
.....Mayor  
.....Robin Busby Administrator  
Appended to and forming part of Bylaw 2009-03, by resolution of council January 24, 2017



**R.M. of Antelope Park No. 322  
01/17/2017 - Regular Meeting of Council - 7:00 P.M.**

- 1 **Call to order**
  - 📎 2017-01-17 Delegation
- 2 **Adopt Agenda**
- 3 **Rescind resolution 2016-224**
- 4 **Minutes**
  - 📎 2016-12-20 RM 322 Minutes
- 5 **Joint Administration Report**
- 6 **Joint Agreement**
- 7 **Bylaw 2016-05 - Bylaw to Adopt the Prairie West District Plan - Second Reading**
  - 📎 Bylaw 2016-05 - Bylaw to Adopt the Prairie West District Plan
- 8 **Bylaw 2016-05 - Allow for Third Reading**
- 9 **Bylaw 2016-05 Third Reading and Adoption**
- 10 **Reports**
  - 📎 PCO Inspection Report - December 2016
  - 📎 2016 Annual Report - Weed Inspector
- 11 **Revenue and Expenses**
  - 📎 Change in income - December 31, 2016
  - 📎 Balance Sheet - December 2016
- 12 **Hoosier Recreation Board**
- 13 **Correspondence**
  - 📎 SARM - Changes to Temporary Foreign Worker Program
  - 📎 SARM - Policy Bulletin for the week ending January 6th, 2017
  - 📎 SARM - News Release - Improving Local Roads and Bridges
  - 📎 SARM - 2017 Annual Convention Resolution Submission
  - 📎 SARM Update - December 2016
  - 📎 Ray Orb - Election for SARM President
  - 📎 Carmen Sterling - Election for SARM Vice-President

- ✍ Ministry of Government Relations - December 2016 Municipalities Today
- ✍ Ministry of Government Relations - January 2017 Municipalities Today
- ✍ APAS - 2017 Membership
- ✍ Federation of Canadian Municipalities - CRTC Broadband Decision
- ✍ Federation of Canadian Municipalities - 2017-2018 Membership
- ✍ West Central Municipal Government Committee - 2017 Membership
- ✍ Saskatchewan Assessment Management Agency - Board Response to SAMA's 2016 Annual Meeting Resolutions
- ✍ Saskatchewan Management Agency - 2017 Municipal Invoice
- ✍ Hudson Bay Route Association - 2017 Update and Membership Invoice
- ✍ District #24 4-H Council - Sponsorship for North West Regional 4-H Curling
- ✍ Hoosier Rec Board - Request for Annual Contribution

**14 Drilling Licenses**

**15 Bylaw 2017-01 - A Bylaw to Amend Bylaw 2016-03**

- ✍ Bylaw 2016-03 - Council Procedures Bylaw
- ✍ Bylaw 2017-01 - A Bylaw to Amend Bylaw 2016-03

**16 Bylaw 2017-01 - Second Reading**

**17 Bylaw 2017-01 - Allow for Third Reading**

**18 Bylaw 2017-01 - Third Reading and Adoption**

**19 Fidelity Bond**

**20 2017 Custom Work Rates**

**21 Board of Revision Members for RM of Milton No. 292**

**22 Saskatchewan Lotteries Grant**

**23 2017 Donations**

**24 Great Plains College**

**25 Cancel Agricard**

**26 Cancel Cheque 7387**

**27 2017 Ratepayer's Supper**

**28 SARM Annual Convention**

**29 Advertisement for Pest Control Officer and Weed Inspector**

**30 Municipal Bylaw Court**

- ✍ Municipal Bylaw Court

- 31 2017 Road Construction Projects
- 32 2017 Equipment Purchases
- 33 Highway 317
- 34 Waste Management
  - ✍ WM and Dynamic Disposal Services
  - ✍ Waste Management Proposed Service Agreements
- 35 Date of Next Meeting
- 36 Accounts
  - ✍ Accounts up to January 17, 2017
- 37 Adjourn

**R.M. of Antelope Park No. 322  
Tuesday, January 17<sup>th</sup>, 2017 at 7:00 p.m.**

**8:00 p.m. - Sarah Anderson - Assistant Coordinator - Sask Central Victim Services -  
Kindersley RCMP Detachment**