

Rural Municipality of Antelope Park No. 322

Meeting Minutes

May 19th, 2020 - 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 May 19th, 2020 in the Marengo Community Hall located at 13 Main Street in Marengo, Saskatchewan.

The following council members were in attendance:

Reeve: Gordon Dommett

Division 1: Clinton Barr

Division 2: William Warrington

Division 3: Brantford Whittleton

Division 4: Barry Noble

Division 5: Raymond McKeary - via conference call

Division 6: Eldon Roesler

The following staff members were in attendance:

Administrator: Robin Busby

CALL TO ORDER

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

The agenda was reviewed by council and will be used as a guideline for this meeting.

AMEND RESOLUTION

Resolution No. 2020-110

Moved By: Brantford Whittleton

That we amend resolution 2020-063 by changing "20 tonnes" to "30 tonnes"

CARRIED

MINUTES

Resolution No. 2020-111

Moved By: Raymond McKeary

That the minutes from the meeting held on April 21st, 2020 be approved as circulated.

CARRIED

GD
RB

HIGHWAY 317 PROJECT COMMITTEE

Resolution No. 2020-112

Moved By: Clinton Barr

That the following Highway 317 Project Committee minutes attached hereto and forming part of these minutes be approved:

- April 9th, 2020 Committee Meeting
- April 27th, 2020 Committee Meeting

CARRIED

PRAIRIE WEST PLANNING DISTRICT APPOINTMENT

Resolution No. 2020-113

Moved By: Clinton Barr

That we appoint Robin Busby as one of the municipality's members of the Prairie West District Planning Commission.

CARRIED

REPORTS

Resolution No. 2020-114

Moved By: Eldon Roesler

That the following board reports be filed for future reference:

- Prairie West Planning District - April 22nd, 2020
- North West Heavy Oil Municipalities Committee - April 28th, 2020
- PCO Inspection Report

CARRIED

REVENUE AND EXPENSES

Resolution No. 2020-115

Moved By: Barry Noble

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

CARRIED



CORRESPONDENCE

Resolution No. 2020-116

Moved By: Raymond McKeary

That we acknowledge receipt of the following correspondence and file for future reference:

Saskatchewan Association of Rural Municipalities

Weekly Policy Bulletin - April 28th, 2020

Weekly Policy Bulletin - May 5th, 2020

Weekly Policy Bulletin - May 12th, 2020

Information - Update from Division 6 Director

News Release - \$300 million in Municipal Infrastructure Spending

Spring 2020 PHO Quarterly

The Shield Journal

Request for Advertisement

CARRIED

2019 AUDITED FINANCIAL STATEMENTS

Resolution No. 2020-117

Moved By: Barry Noble

That we acknowledge the receipt of the 2019 Audited Financial Statements from our auditor, Close Hauta Bertoia Blanchette.

CARRIED

AGRICULTURAL HEALTH AND SAFETY NETWORK

Resolution No. 2020-118

Moved By: Raymond McKeary

That we acknowledge receipt of the correspondence received from The Agricultural Health and Safety Network and that we discontinue our membership.

CARRIED

KINDERSLEY & DISTRICT PLAINS MUSEUM

Resolution No. 2020-119

Moved By: Clinton Barr

That we acknowledge the correspondence received from the Kindersley & District Plains Museum and that we agree to pay the \$560.00 requested to fund the new sewer line install at the museum.

CARRIED



HIGHWAY 317 CONTRACTING PARTY

Resolution No. 2020-120

Moved By: Clinton Barr

That we agree that the Rural Municipality of Antelope Park No. 322 will act as the Contracting Party for the Highway 317 Phase 1 construction tender.

CARRIED

HIGHWAY 317 PROJECT - CHANGE ORDER - SPECIES DETECTION SURVEYS AND PRE-CONSTRUCTION BREEDING BIRD SURVEYS

Resolution No. 2020-121

Moved By: Brantford Whittleton

That we approve the change order received from Wood Environment and Infrastructure Solutions for the Highway 317 Project species detection surveys and pre-construction breeding bird surveys to be conducted in the RM of Antelope Park No. 322 in the amount of \$26,675.20.

CARRIED

JDL UNDERGROUND LTD. - LIQUIDATED DAMAGES ON CONTRACT NO.

RM292 322 317-02

Resolution No. 2020-122

Moved By: Brantford Whittleton

That we acknowledge the email received from JDL Underground Ltd. dated May 19th, 2020 regarding the liquidated damages incurred on Contract No. RM292_322_317-02 and we instruct the Administrator to respond that the municipality will continue to adhere to the contract as written and signed by the Rural Municipality of Milton No. 292, the Rural Municipality of Antelope Park No. 322 and JDL Underground Ltd.

CARRIED

PURCHASE OF 2018 FORD SUPER DUTY TRUCK

Resolution No. 2020-123

Moved By: Barry Noble

That we purchase a 2018 Ford Super Duty truck from Ducharme Motors at the cost of \$41,926.76 including GST; PST to be paid when the truck is licensed in Saskatchewan.

CARRIED

Handwritten initials: JB and RB

VEHICLES FOR SALE BY TENDER

Resolution No. 2020-124

Moved By: William H. Warrington

That we advertise for sale by tender the 1998 Ford F150 truck and the 1993 F350 1 ton diesel flat deck truck. Tenders to be received by June 15th, 2020 at 4:00 p.m. with tenders to be opened at the June 16th, 2020 meeting of council.

CARRIED

GRAVEL LEASE - SW 10-32-27W3

Resolution No. 2020-125

Moved By: Brantford Whittleton

That we instruct the Administrator to inform the Rural Municipality of Prairiedale No. 321 that the municipality will not be removing gravel from the edge of the lease that runs adjacent to the lease currently held by the RM of Prairiedale No. 321.

CARRIED

INFRASTRUCTURE INVESTMENT PLAN FOR GAS TAX FUND

Resolution No. 2020-126

Moved By: Barry Noble

That the Rural Municipality of Antelope Park No. 322 complete an Infrastructure Investment Plan for the Gas Tax Fund for the municipality's portion of the Highway 317 Project. This project provides a direct benefit to the residents of the municipality as it is the main north/south corridor in the municipality and much of the traffic in the municipality utilizes this route.

CARRIED

WELL DRILLING LICENSE CANCELLATION POLICY

Resolution No. 2020-127

Moved By: William H. Warrington

That we establish a policy stating that all well drilling licenses are valid for one year and payments received for a well drilling license are non-refundable and non-transferrable.

CARRIED

WORKPLACE ILLNESS POLICY

Resolution No. 2020-128

Moved By: Barry Noble

That the Workplace Illness & COVID-19 Prevention Policy attached hereto and forming part of these minutes be approved effective May 19th, 2020.

210
RB

CARRIED

MUNICIPAL WEBSITE

Resolution No. 2020-129

Moved By: Clinton Barr

That we contract Murlin Electronics to create and maintain a website for the RM of Antelope Park No. 322 at the following cost:

Website creation \$999.00
Website hosting \$699.00 per year
Domain \$29.99 to 34.99 per year

CARRIED

WEBSITE DOMAIN REGISTRATION

Resolution No. 2020-130

Moved By: William H. Warrington

That we register the domain name rmofantelopepark.ca for the municipality's website address.

CARRIED

SALE OF CROWN LAND - NW 18-31-28W3

Resolution No. 2020-131

Moved By: William H. Warrington

That we notify the Ministry of Agriculture that the municipality has no objections to the sale of NW 18-31-28W3.

CARRIED

TAX TITLE PROPERTY ADVERTISEMENT

Resolution No. 2020-132

Moved By: William H. Warrington

That we advertise the following properties throughout the area via posters and on the municipality's Facebook page for sale by tender with tenders closing June 15th, 2020 at 4:00 p.m.

Lot 1-2 Block 1 Plan G394
Lot 3-5 Block 1 Plan G394
Lot 6 Block 1 Plan G394
Lot 1-5 Block 2 Plan G394
Lot 6 Block 2 Plan G394
Lot 7 Block 2 Plan G394
Lot 8 Block 2 Plan G394
Lot 9 Block 2 Plan G394
Lot 10 Block 2 Plan G394
Lot 7-10 Block 4 Plan G394
Lot 1-5 Block 20 Plan G394

50
RB

CARRIED

SASKATCHEWAN LOTTERIES FUNDING ALLOCATION

Resolution No. 2020-133

Moved By: Barry Noble

That we allocate \$236.83 of the 2019-2020 Saskatchewan Lotteries funding to the Marengo Community Club for the entertainment provided at the Marengo Christmas party in December 2019.

CARRIED

ACCOUNTS

Resolution No. 2020-134

Moved By: Eldon Roesler

That the list of accounts, attached hereto and forming part of these minutes, be approved for payment.

CARRIED


RB


ADJOURN

Resolution No. 2020-135

Moved By: Raymond McKeary

That this meeting now adjourn at 9:09 p.m.

CARRIED



Reeve



Administrator

Report Date
19/05/2020 5:38 PM**List of Accounts for Approval**
As of 19/05/2020
Batch: 2020-00032 to 2020-00037

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: Bank1 - Main Demand					
Computer Cheques:					
8626	27/04/2020	KLD Wellness Foundation Inc. DonationDHarder	Donation - Don Harder	50.00	50.00
8627	30/04/2020	Ducharme Bonyville 2018FordSuper	Purchase 2018 Ford Super Duty	41,926.76	41,926.76
8628	08/05/2020	Eatonia Oasis Living 2020 Donation	Donation	5,000.00	5,000.00
8629	08/05/2020	Kindersley Regional Airport 2020 Grant	Annual Contribution	15,000.00	15,000.00
8630	08/05/2020	Kindersley Veterinary Service 2020-2021 Req	2020-21 Municipal Requisition	1,137.50	1,137.50
8631	08/05/2020	MEPP 2020PP07 2020PP08	Remittance 21 Mar - 3 Apr 2020 Remittance 04 - 17 Apr 2020	2,778.86 2,658.40	5,437.26
8632	08/05/2020	Minister of Finance 702607	Road Registration File#K19408	721.50	721.50
8633	08/05/2020	ScotiaBank VISA Stmt 15Apr2020	Convention Hotel Rooms	884.88	884.88
8634	19/05/2020	Void during printing			
8635	19/05/2020	Void during printing			
8636	19/05/2020	Void during printing			
8637	19/05/2020	Void during printing			
8638	19/05/2020	Void during printing			
8639	19/05/2020	Void during printing			
8640	19/05/2020	Void during printing			
8641	19/05/2020	Void during printing			
8642	19/05/2020	Void during printing			
8643	19/05/2020	Void during printing			
8644	19/05/2020	Bumper to Bumper 220610	LightBar & InstallationSupplie	337.79	337.79
8645	19/05/2020	Information Services Corp Stmt 30Apr2020	Title Detail	48.00	48.00
8646	19/05/2020	Kindersley & District Co-op 2232 9Apr2020 2469 17Apr2020 2519 20Apr2020 2522 20Apr2020 1573 Bulk Fuel 1402 21Apr2020 967 28Apr2020 2966 30Apr2020	Shop Supplies Shop Supplies Shop Supplies Shop Supplies Bulk Fuel - April 20, 2020 Bulk Fuel - Apr 21, 2020 Bulk Fuel - April 28, 2020 Shop Supplies	12.28 9.40 3.75 7.51 504.77 1,197.94 1,443.15 5.58	



List of Accounts for Approval

As of 19/05/2020

Batch: 2020-00032 to 2020-00037

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		290108	Cardlock Fuel - April 2020	2,340.89	5,525.27
8647	19/05/2020	Loraas Environmental Services 0000267926April	Garbage Bins Hoosier & Loverna	1,050.07	1,050.07
8648	19/05/2020	Minister of Finance 240301	Gazette Ad - Tax Assessment	30.00	30.00
8649	19/05/2020	Redhead Equipment X41535 X41536	Travel & Repair G970 #530114 Repair A/C G970 #530059	1,299.70 143.90	1,443.60
8650	19/05/2020	RM of Chesterfield No 261 2020-00043	Pest Control Contract	337.98	337.98
8651	19/05/2020	RM of Milton No 292 2020-00046	Jan-Mar Sale of Supplies	12,300.68	12,300.68
8652	19/05/2020	Tisdale's Sales & Service Ltd. RT35114	Inspection 2018 F350 SD Truck	345.31	345.31
8653	19/05/2020	Village of Marengo PO 326	FarmRdAllowMailoutLov&Hoos	7.48	7.48
8654	19/05/2020	WellTraxx 6400	50% MunicipalPipelineProgram	2,775.00	2,775.00
8655	19/05/2020	Wood Enviro. & Infrastructure C26424282	Hwy 317 Infrastruct&Environ	12,835.76	12,835.76
8656	19/05/2020	Printed multiple cheques			
8657	19/05/2020	Printed multiple cheques			
8658	19/05/2020	Printed multiple cheques			
8659	19/05/2020	Printed multiple cheques			
8660	19/05/2020	Printed multiple cheques			
8661	19/05/2020	Printed multiple cheques			
8662	19/05/2020	Printed multiple cheques			
8663	19/05/2020	Printed multiple cheques			
8664	19/05/2020	Printed multiple cheques			
8665	19/05/2020	Printed multiple cheques			
8666	19/05/2020	Printed multiple cheques			
8667	19/05/2020	Printed multiple cheques			

Total for Bank1: 107,194.84

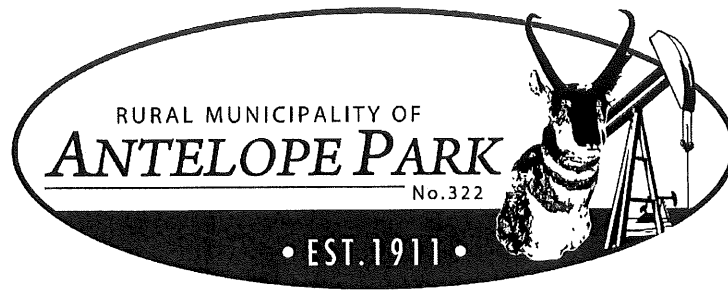
Handwritten signature and initials, possibly 'JD' and 'RB', located in the bottom right corner of the page.

Report Date
19/05/2020 5:38 PM

List of Accounts for Approval
As of 19/05/2020
Batch: 2020-00032 to 2020-00037

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: EFT - Electronic Funds Transfer					
Computer Cheques:					
990268	19/05/2020	Minister of Finance			
		RevMarPenalty	Reverse March EPT Penalty	47.05-	
		April2020Living	EPT Remittance - April 2020	61.38	14.33
990269	19/05/2020	Voided by the print process			
990270	19/05/2020	Payroll - Scotia EFT			
		BusbyRPP2020-09	Salary, 18 April - 1 May, 2020	2,303.29	
		D_ReaCPP2020-09	Salary, 18 April - 1 May, 2020	1,455.00	
		EnsorLPP2020-09	Wages, 18 April - 1 May, 2020	660.56	
		LokenC 2020-09	Wages, 18 April - 1 May, 2020	1,853.71	
		MearsTPP2020-09	Wages, 18 April - 1 May, 2020	1,251.97	
		MielkeKP2020-09	Wages, 18 April - 1 May, 2020	2,069.56	
		ReaK PP2020-09	Wages, 18 April - 1 May, 2020	2,509.92	
		EnsorLPP-09Adj	Pay Period 09 Adjustment	531.10	
		BusbyRPP2020-10	Salary, 2 - 15 May 2020	2,263.29	
		D_ReaCPP2020-10	Salary, 2 - 15 May 2020	1,415.00	
		EnsorLPP2020-10	Wages, 2 - 15 May 2020	1,151.66	
		LokenC 2020-10	Wages, 2 - 15 May 2020	1,732.22	
		MearsTPP2020-10	Wages, 2 - 15 May 2020	1,194.90	
		MielkeKP2020-10	Wages, 2 - 15 May 2020	2,044.56	
		ReaK PP2020-10	Wages, 2 - 15 May 2020	2,459.92	24,896.66
990271	19/05/2020	Receiver General for Canada			
		RP0001Remit2004	Remittance RP0001 - April 2020	9,775.91	9,775.91
990272	19/05/2020	SaskPower			
		Scale15Jan2020	Weigh Scale Credit 15Jan2020	13.63-	
		Scale16Apr2020	Weigh Scale 15 Jan-16 Apr 2020	138.66	125.03
990273	19/05/2020	SaskPower			
		LSL 21Apr2020	Loverna Street Lights	88.11	88.11
990274	19/05/2020	SaskPower			
		HSL 21Apr2020	Hoosier Street Lights	132.18	132.18
990275	19/05/2020	SaskPower			
		Shop 21Apr2020	Hoosier Grader Shop	566.81	566.81
990276	19/05/2020	SaskPower			
		HTG 21Apr2020	Hoosier TG	273.71	
		LPH 21Apr2020	Loverna Pump House	309.40	583.11
990277	19/05/2020	SaskTel			
		Bill 16Apr2020	Internet Bill	17.93	17.93
				Total for EFT:	36,200.07
				Grand Total:	\$143,394.91

Handwritten signature and initials, possibly 'M.D.' and 'RB'.



WORKPLACE ILLNESS AND COVID-19 PREVENTION POLICY

Purpose

To describe the manner in which employees are to behave to both prevent contracting COVID-19 and how they should behave in the event they become ill.

Covid-19 Prevention Measures:

- Maintain physical distancing by remaining two metres apart from others
- Do not share vehicles with anyone with whom you are not living
- Avoid handshakes and other physical contact with others
- Avoid unnecessary travel
- Follow proper hand hygiene
 - Wash your hands frequently with soap and warm water
 - Scrub your hands for 20 seconds
 - If soap and water are not available, use an alcohol-based hand sanitizer approved by Health Canada
- Follow coughing/sneezing etiquette
 - Cough/sneeze into the bend of your elbow and then wash your hands with soap and warm water
- Follow Public Health Orders both on and off the job.
- Clean and disinfect work spaces at least twice per day.
- Visitors to the Water Treatment Plant are prohibited, unless they are on official Water Treatment Plant business and under the supervision of the operator.
- Visitors to the municipal office must disinfect their hands with hand sanitizer, remain behind the green line, and not breach the sneeze guard. Visitors are encouraged to pay by pre-written cheque. No visitor is permitted to enter who exhibits any signs of illness or who has travelled outside the country in the last 14 days.
- Disinfecting of any surfaces that have been touched by visitor(s) must occur immediately after the visitor(s) have left.

When an Employee Falls Ill:

- The employee is to return home immediately, if they are physically able to. If they are unable leave the work site, they are to put on a non-medical mask, contact a healthcare provider or EMS, and isolate at work as best as they are able.
- The employee must contact the Administrator as soon as possible, who will notify the Reeve.

JD
TB

- The employee must inform the Reeve if the Administrator is unable to do so.
- The employee must use the Government of Saskatchewan's self-assessment tool or call 811 and follow subsequent directions.
- The employee must not attend work or a meeting on behalf of the municipality when they are ill.
- The employee must not return to work or attend a meeting on behalf of the Rural Municipality of Antelope Park No. 322. after being ill, until they are deemed free of contagion by a medical professional or 811. They may work from home if they feel they are able.
- Sick notes are not required.
- Public Health Orders and OH&S must be adhered to at all times.
- The employee's work space must be cleaned and disinfected before anyone else may work there.

Council Members

- No council member who is or who has been ill may attend a meeting on behalf of the Municipality until they are deemed free of contagion by a medical professional.
- No council member who is or who been ill may enter the municipal office, municipal shop, or water treatment plant until they are deemed free of contagion by a medical professional.

SD.
KB



R.M. of Antelope Park No. 322
May 19, 2020 - Regular Meeting of Council - 07:00 PM

- 1 Call to order**
- 2 Review of Agenda**
- 3 Amend resolution 2020-063**
- 4 Minutes**
 - 📎 2020-04-21 RM 322 Minutes
- 5 Highway 317 Project Committee**
 - 📎 April 9th, 2020 Highway 317 Project Committee Minutes
 - 📎 April 27th, 2020 Highway 317 Project Committee Minutes
- 6 Prairie West Planning District Appointment**
- 7 Reports**
- 8 Revenue and Expenses**
 - 📎 Revenue and Expenses - April 2020
- 9 Correspondence**
 - 📎 SARM - Weekly Policy Bulletin - April 28, 2020
 - 📎 SARM - Weekly Policy Bulletin - May 5, 2020
 - 📎 SARM - Weekly Policy Bulletin - May 12, 2020
 - 📎 SARM - Information - Update from Division 6 Director
 - 📎 SARM - News Release - \$300 million in Municipal Infrastructure Spending
 - 📎 SARM - Spring 2020 PHO Quarterly
 - 📎 The Shield Journal - Request for Advertisement
- 10 2019 Audited Financial Statements**
 - 📎 2019 Audited Financial Statement
- 11 Agricultural Health and Safety Network**
 - 📎 Agricultural Health and Safety Network
- 12 Kindersley & District Plains Museum**
 - 📎 Kindersley & District Plains Museum - Request for financial support
- 13 Highway 317 Contracting Party**

- 14 Highway 317 Project - Change Order - Species Detection Surveys and Pre-construction Breeding Bird Surveys
- 15 JDL Underground Ltd. - Liquidated Damages on Contract No. RM292_322_317-02
- 16 Purchase of 2018 Ford Super Duty
- 17 Vehicles For Sale By Tender
- 18 Gravel Lease - SW 10-32-27W3
- 19 2020 Tax Payment Discounts
- 20 Municipal Economic Enhancement Program 2020 (MEEP) - Application for Funding
- 21 Infrastructure Investment Plan for Gas Tax Fund
- 22 Well Drilling License Cancellation Policy
- 23 Workplace Illness Policy
 - ☞ Workplace Illness and COVID-19 Prevention Policy
- 24 Municipal Website
- 25 Website Domain Registration
- 26 Oil and Gas Tax Arrears
- 27 Sale of Crown Land - NW 18-31-28W3
- 28 Tax Title Property Advertisement
- 29 Saskatchewan Lotteries Funding Allocation
- 30 Date of Next Meeting - June 16, 2020
- 31 Accounts
 - ☞ Accounts up to May 19, 2020
- 32 Adjourn