

# **R.M. of Antelope Park No. 322**

## **Meeting Minutes**

### **Regular Meeting of Council September 20<sup>th</sup>, 2022 - 07:00 PM**

Minutes of the regular meeting of the council of the Rural Municipality of Antelope Park No. 322 held on Tuesday September 20<sup>th</sup>, 2022 at the Marengo Municipal Office located at 20 1st Avenue North in Marengo, Saskatchewan.

The following council members were in attendance:

Reeve: Clinton Barr

Division 2: William Warrington

Division 3: Brantford Whittleton

Division 4: Barry Noble

Division 5: Raymond McKeary

Division 6: Eldon Roesler

Division 1 council member Joel Hamm was absent.

The following staff members were in attendance:

Administrator: Robin Busby

### **CALL TO ORDER**

Reeve Clinton Barr called the meeting to order at 6:58 p.m.

### **AGENDA**

**Resolution No. 2022-169**

**Moved By:** Brantford Whittleton

That the agenda be used as a guideline for this meeting and that we approve the following changes to the agenda:

*Agenda Additions:*

Grader Purchase in 2023

Fire at Loverna

**CARRIED**

### **MINUTES**

**Resolution No. 2022-170**

**Moved By:** Barry Noble

That the minutes from the meeting held on August 16<sup>th</sup>, 2022 be approved as circulated.

**CARRIED**

CB RB

**REPORTS**

**Resolution No. 2022-171**

**Moved By:** William H. Warrington

That the following board reports be filed for future reference:

Kindersley & District Plains Museum  
West Central Municipal Government Committee  
Highway 317 Committee  
PCO Inspection Report

**CARRIED**

**FINANCIAL REPORTS**

**Resolution No. 2022-172**

**Moved By:** Raymond McKeary

That the statement of financial activities and bank reconciliations for August 2022 be approved as presented.

**CARRIED**

**CORRESPONDENCE**

**Resolution No. 2022-173**

**Moved By:** Barry Noble

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

Saskatchewan Association of Rural Municipalities (SARM)  
Weekly Policy Bulletin - August 16, 2022  
Weekly Policy Bulletin - August 23, 2022  
Weekly Policy Bulletin - August 30, 2022  
Weekly Policy Bulletin - September 13, 2022  
Rural Sheaf - August 2022  
Information - 2022 Midterm Convention  
Reminder - 2022 Midterm Convention Resolution Deadline  
Message from President Ray Orb - James Smith Cree Nation and Rural Crime

Ministry of Government Relations

August 2022 Municipalities Today  
September 2022 Municipalities Today

Rural Municipality of Blaine Lake No. 434

Request for support - Provincial Disaster Assistance Program

CB RB

Hudson Bay Route Association  
Notice of Annual General Meeting

Agricultural Producers Association of Saskatchewan (APAS)  
APAS Update  
September 1, 2022

**CARRIED**

**ROYAL CANADIAN LEGION - MILITARY SERVICE RECOGNITION BOOK**  
**ADVERTISEMENT**

**Resolution No. 2022-174**  
**Moved By:** Brantford Whittleton

That we purchase advertising space in the Royal Canadian Legion Military Service Book in the amount of \$260.00 including GST.

**CARRIED**

**7:23 p.m. to 8:15 p.m.** - Ken Mielke attended the meeting to discuss graveling of roads, grading of roads, dust control, mowing of roads, safety training, rock picking, grader warranty repairs, equipment maintenance, grader hours, mower replacement, fire in Loverna and signs.

**PIPELINE CROSSINGS**

**Resolution No. 2022-175**  
**Moved By:** Eldon Roesler

That the following pipeline crossings be acknowledged as approved by the Development Officer:

*Teine Energy Ltd.*

16-27-31-28W3 to 13-26-31-28W3 File No. 22-26209

*Novus Energy Inc.*

01-15-33-28W3 to 03-14-33-28W3 File No. 22-51068

**CARRIED**

**HIGHWAY 317 PHASE III CONSTRUCTION PROGRESS PAYMENT**

**Resolution No. 2022-176**  
**Moved By:** William H. Warrington

That we approve the following progress payments for the Highway 317 Phase III Construction adjacent to the pt. SW 4, SE, 4, E1/2 4, 9, 16, 21, & 28-31-27W3 to Procyk Bros. Transport Inc.:  
ST 193221 - \$523,795.68 (includes GST)

**CARRIED**

CB BB

**END OF MAINTENANCE SEASON**

**Resolution No. 2022-177**

**Moved By: Brantford Whittleton**

That we send all seasonal operations staff end of letters on September 29<sup>th</sup>, 2022, noting that the official layoff date for seasonal employees is October 14<sup>th</sup>, 2022, with employment possibly continuing past October 14<sup>th</sup>, 2022 if weather is favorable and work is available.

**CARRIED**

**FRONT CLERK POSITION - EXTENSION OF LEAVE**

**Resolution No. 2022-178**

**Moved By: William H. Warrington**

That we approve the extension of leave received from Front Clerk Lisa Ensor for an unpaid personal leave from the original date of September 1<sup>st</sup>, 2022 to September 25<sup>th</sup>, 2022.

**CARRIED**

**ADJUSTMENT REQUIRED FOR VACATION PAY**

**Resolution No. 2022-179**

**Moved By: Clinton Barr**

That we approve the correction in the amount of \$3,701.47 required to the vacation pay for assistant Trina Mears from 2020 to 2022 and that we agree to pay the RM of Antelope Park No. 322's portion as per the Joint Administration Agreement with the Rural Municipality of Milton No. 292 and the Village of Marengo.

**CARRIED**

**REMUNERATION OF COUNCIL**

**Resolution No. 2022-180**

**Moved By: Eldon Roesler**

That the council mileage while performing council duties and attending council and committee meetings be changed from \$0.65 per kilometre to \$0.75 per kilometre effective September 21<sup>st</sup>, 2022.

**CARRIED**

**APPLICATION TO SUBDIVIDE - SW 13-31-29-W3**

**Resolution No. 2022-181**

**Moved By: William H. Warrington**

That we recommend the approval of the application to subdivide land within the SW 13-31-29W3, noting that the use is a permitted use in the municipality's AR - Agricultural Resource District, and a servicing agreement is not required.

**CARRIED**

CB RB

**DIVISION BOUNDARY REVIEW POLICY**

**Resolution No. 2022-182**

**Moved By:** Barry Noble

That the Division Boundary Review policy, attached hereto and forming part of these minutes be approved September 20<sup>th</sup>, 2022.

**CARRIED**

**MUNICIPAL ECONOMIC ENHANCEMENT PROGRAM (MEEP) - AMEND FUNDING ALLOCATION**

**Resolution No. 2022-183**

**Moved By:** William H. Warrington

That we apply to the Municipal Economic Enhancement Program to amend the municipality's funding allocation to the following:

Purchase of 2022 Deere 770GP Motor Grader - \$14,230.00

Completion of Asset Management Plan for all classes - \$4,455.00

**CARRIED**

**SASKATCHEWAN ASSESSMENT MANAGEMENT AGENCY - CONFIRMATION OF ASSESSMENT**

**Resolution No. 2022-184**

**Moved By:** Raymond McKeary

That we acknowledge the confirmation 2022 SAMA taxable assessment of \$149,337,020.

**CARRIED**

**ACCOUNTS**

**Resolution No. 2022-185**

**Moved By:** William H. Warrington

That the list of accounts, attached hereto and forming part of these minutes, including cheque numbers 9459 to 9492 in the amount of \$613,602.60 and EFT cheque numbers 990109 to 990132 in the amount of \$132,252.24 be approved for payment.

**CARRIED**

OB RB

**ADJOURN**

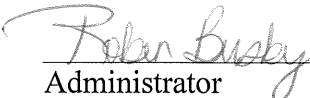
**Resolution No. 2022-186**

**Moved By: Raymond McKeary**

That this meeting now adjourn at 10:00 p.m.

**CARRIED**

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Administrator

**Rural Municipality of Antelope Park No. 322**  
**List of Accounts for Approval**

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**Bank Code - Bank1 - Main Demand**

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
9459	2022-08-31	Kindersley Bearing (2008) Ltd. 001-051369	Repair Impact Wrench	146.47	146.47
9460	2022-08-31	Receiver General 514628031RI-08	Remittance - Requirement to Pay	1,311.44	1,311.44
9461	2022-08-31	RM of Milton No 292 202200066	Joint Admin Exp - Apr - Jun 2022	8,782.00	8,782.00
9462	2022-09-08	C. Fischer Trucking ROW NW10-31-27	317 ROW Purchase NW10-31-27-	2,033.71	2,033.71
9463	2022-09-16	KLD Wellness Foundation Inc. 2022DrRetent	2022 Dr Retention Funding	1,475.09	1,475.09
9464	2022-09-16	Loverna Cemetery Club GR220010-001	Schmalzbauer, Mervin & Ellen - 2	100.00	100.00
9465	2022-09-16	Tappauf Enterprises Ltd., Robert ROW SW10-31-27 ROW NW03-31-27	Hwy 317 ROW Purchase & Damaç Hwy 317 ROW Purchase & Damaç	513.21 517.18	1,030.39
9466	2022-09-20	Accurate/Western Scale Co. Ltd 44767	Weigh Scale Repair	8,726.82	8,726.82
9467	2022-09-20	Anavets Magazine N0219254T1101	1/8 page Ad	418.95	418.95
9468	2022-09-20	Barr, Clinton WTP Con 2022-09 WTP Con 2022-07 WTP Con 2022-08	Contract Hooiser Water Plant Contract Hooiser Water Plant Contract Hooiser Water Plant	80.00 80.00 80.00	240.00
9469	2022-09-20	Clark, Kevin & Roxanne 2022TxOverpmt	Refund Overpayment (5% Discour	109.71	109.71
9470	2022-09-20	Dan's Contracting Ltd. 2022-001	Contracted-Weed Control	7,481.25	7,481.25
9471	2022-09-20	Dennis' Welding 19360	Fabricate spare hitch for Rhino Mo	693.75	693.75
9472	2022-09-20	Enviroway Detergent Man Inc CN008965 IN063637	Pail Deposits Returned WTP Chemicals	-126.00 157.50	31.50
9473	2022-09-20	Faubert Contracting Ltd. 5300	Hydrovac SaskTel Project ST1932	1,021.20	1,021.20
9474	2022-09-20	Great Plains College 116-1897-01	2022-23 Entrance Scholarship	1,000.00	1,000.00
9475	2022-09-20	Kindersley & District Co-op 347797 3517 3591 1922CR 3552 3543 3330	Bulk Fuel - Aug BBQ Expenses Shop Supplies & Oil Overpayment - duplicate July invoi BBQ Supplies Shop Supplies Oil	13,771.26 68.13 303.77 -9.97 7.98 9.41 131.78	14,282.36
9476	2022-09-20	Loraas Environmental Services 0000491364	Garbage Bins Hoosier & Loverna	1,148.13	1,148.13
9477	2022-09-20	Procyk Bros Transport Inc. ProgPmt-2022-02	Hwy 317 Phase III Construction	523,795.68	523,795.68

*CB*  
*RB*

**Rural Municipality of Antelope Park No. 322**  
**List of Accounts for Approval**  
Batch: 2022-00063 to 2022-00067

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Reference	Invoice #	Invoice Amount	Payment Amount
9478	2022-09-20	Rawhide Supplements Ltd				
		20233	Dust Control - 3 Sites		5,142.78	
		20233-01	Dust Control - Grid Roads		10,683.06	15,825.84
9479	2022-09-20	RM of Chesterfield No 261				
		2022-00112	Pest control Contract		334.40	334.40
9480	2022-09-20	ScotiaBank Visa				
		Stmt01Sept22	Staff & Council BBQ Expenses		404.43	404.43
9481	2022-09-20	Speedy Glass				
		8774-377554	JD Grader Windshield Repair		300.81	300.81
9482	2022-09-20	Swift-net.ca				
		198071	Shop Internet Plan		77.70	77.70
9483	2022-09-20	Village of Marengo PO				
		448	Postage		16.12	16.12
9484	2022-09-20	WellTraxx				
		SI-8590	Annual Subscription		7,215.00	7,215.00
9485	2022-09-20	Wood Enviro. & Infrastructure				
		C27425283	Hwy 317 Eng-Infrastructure & Env		13,575.13	13,575.13
9486	2022-09-20	XTO Energy Canada Ulc				
		2022TxOverpmt	Refund Tax Overpayment per polic		100.82	100.82
9487	2022-09-20	Hamm, Joel				
		IND Mtg 2022-09	Councillor Indemnity & Mileage		231.20	231.20
9488	2022-09-20	Warrington, William				
		IND Mtg 2022-09	Councillor Indemnity & Mileage		663.90	663.90
9489	2022-09-20	Whittleton, Brantford				
		IND Mtg 2022-09	Councillor Indemnity & Mileage		250.70	250.70
9490	2022-09-20	Noble, Barry				
		IND Mtg 2022-09	Councillor Indemnity & Mileage		250.70	250.70
9491	2022-09-20	McKeary, Raymond				
		IND Mtg 2022-09	Councillor Indemnity & Mileage		254.60	254.60
9492	2022-09-20	Roesler, Eldon				
		IND Mtg 2022-09	Councillor Indemnity & Mileage		272.80	272.80
					<b>Total Computer Cheque:</b>	<b>613,602.60</b>

Total Bank1: 613,602.60

CS RB



**Rural Municipality of Antelope Park No. 322  
List of Accounts for Approval**

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**Bank Code - EFT - Paid Electronically**

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
990109	2022-08-15	SaskEnergy				
		Shop 2022-07		Grader Shop	41.29	41.29
990110	2022-08-15	SaskEnergy				
		HTG 2022-07		Hoosier TG	59.28	59.28
990111	2022-08-15	SaskPower				
		LPH 2022-07		Loverna Pump House	56.52	56.52
990112	2022-08-15	SaskPower				
		HTG 2022-07		Hoosier TG	87.46	87.46
990113	2022-08-15	SaskPower				
		LSL 2022-07		Loverna Street Lights	88.11	88.11
990114	2022-08-15	SaskPower				
		Shop 2022-07		Hoosier Grader Shop	112.67	112.67
990115	2022-08-15	SaskPower				
		HSL 2022-07		Hoosier Street Lights	132.18	132.18
990116	2022-08-19	Payroll - Scotia EFT				
		MayValPP2022-17		Wages, 06 - 19 August 2022	1,183.35	
		MearsTPP2022-17		Wages, 06 - 19 August 2022	1,274.22	
		MielkePP2022-17		Wages, 06 - 19 August 2022	2,494.35	
		ReaCPP2022-17		Salary, 06 - 19 August 2022	1,548.31	
		WildmanG_PP-17		Wages, 06 - 19 August 2022	1,320.35	
		LokenCPP2022-17		Wages, 06 - 19 August 2022	2,093.18	
		BusbyRPP2022-17		Salary, 06-19 August 2022	2,782.60	12,696.36
990117	2022-09-02	Payroll - Scotia EFT				
		MielkePP2022-18		Wages, 20 Aug - 02 Sep 2022	2,675.62	
		ReaCPP2022-18		Salary, 20 Aug - 02 Sep 2022	1,588.31	
		MearsTPP2022-18		Wages, 20 Aug - 02 Sep 2022	1,315.34	
		MayValPP2022-18		Wages, 20 Aug - 02 Sep 2022	1,231.71	
		LokenCPP2022-18		Wages, 20 Aug - 02 Sep 2022	1,269.96	
		BusbyRPP2022-18		Salary, 20 Aug - 02 Sep 2022	2,822.60	
		WildmanG_PP-18		Wages, 20 Aug - 02 Sep 2022	1,345.35	12,248.89
990118	2022-09-08	MEPP				
		AP1Remit2022-08		Remittance Aug PP16&17	6,550.86	6,550.86
990119	2022-09-08	Minister of Finance				
		LS Remit2022-08		EPT Remittance - Monthly	49,386.34	49,386.34
990120	2022-09-08	Ministry of Finance				
		SunWest 22-08		EPT Remittance - Monthly	8,352.84	8,352.84
990121	2022-09-08	Receiver General for Canada				
		RP0002Remit2208		Source Deduction Remittance RP(	904.36	904.36
990122	2022-09-08	Receiver General for Canada				
		RP0001Remit2208		Source Deduction Remittance RP(	11,421.25	11,421.25
990123	2022-09-08	SMHI				
		Remit 2022-08		Monthly Remittance	16,990.01	16,990.01
990124	2022-09-12	SaskEnergy				
		Shop 2022-08		Grader Shop	41.95	41.95
990125	2022-09-12	SaskEnergy				
		HTG 2022-08		Hoosier TG	44.71	44.71
90126	2022-09-14	SaskPower				
		LPH 2022-08		Loverna Pump House	54.62	54.62

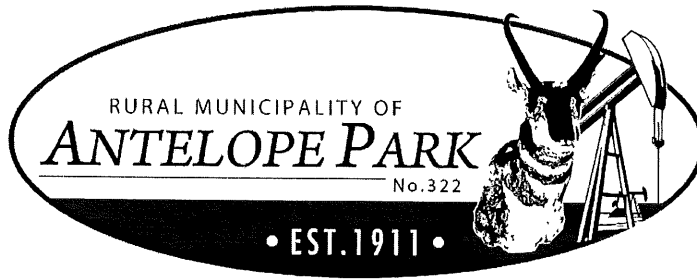
CB RB

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

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
990127	2022-09-14	SaskPower	HTG 2022-08	Hoosier TG	79.88	79.88
990128	2022-09-14	SaskPower	LSL 2022-08	Loverna Street Lights	88.11	88.11
990129	2022-09-14	SaskPower	Shop 2022-08	Hoosier Grader Shop	114.66	114.66
990130	2022-09-14	SaskPower	HSL 2022-08	Hoosier Street Lights	132.18	132.18
990131	2022-09-19	Payroll - Scotia EFT	WildmanG_PP-19	Wages, 03 - 16 Sep 2022	1,218.26	
			MielkePP2022-19	Wages, 03 - 16 Sep 2022	2,528.85	
			MearsTPP2022-19	Wages, 03 - 16 Sep 2022	1,284.81	
			MayValPP2022-19	Wages, 03 - 16 Sep 2022	1,057.96	
			LokenCPP2022-19	Wages, 03 - 16 Sep 2022	1,924.82	
			ReaCPP2022-19	Salary, 03 - 16 Sep 2022	1,548.31	
			BusbyRPP2022-19	Salary, 03 - 16 Sep 2022	2,782.60	12,345.61
990132	2022-09-21	Barr, Clinton	IND Mtg 2022-09	Reeve Indemnity & Mileage	222.10	222.10
					Total Computer Cheque:	132,252.24
					Total EFT:	132,252.24
					Grand Total:	<u>745,854.84</u>

*CB JB*



## DIVISION BOUNDARY REVIEW POLICY

### PURPOSE

This policy is to create procedures in which divisions within the Rural Municipality of Antelope Park No. 322 are reviewed to determine if each division had, as nearly as is reasonably practicable, the same population or number of voters in accordance with section 49 of *The Municipalities Act*.

### PROCEDURE

1. By resolution at a regular meeting, the council shall establish a Division Boundary Review (DBR) Committee and appoint its members annually.
2. The DBR Committee shall be a Committee of the Whole, where all council members are appointed. The Administrator shall attend all DBR Committee meetings to record the meeting and provide recommendations and guidance.
3. DBR Committee members shall be remunerated at the council committee remuneration rate set annually by the council. The Administrator shall not receive additional remuneration, as attendance is a part of regular duties.
4. DBR Committee meetings shall operate in accordance with the Council Procedure Bylaw.
5. The following events will trigger a division boundary review:
  - a. A completed Federal Census;
  - b. Large development projects;
  - c. Municipal boundary changes or restructuring (e.g., the inclusion of an urban municipality);
  - d. Incorporating a new municipality;
  - e. Additional factors that may cause significant variance in the population.
6. All reviews must be completed within six (6) months of being initiated.
7. The DBR Committee will provide a report and its recommendations at a regular Council meeting.
8. In accordance with section 117(1)(c) of *The Municipalities Act*, all reports of a DBR Committee will be available for public inspection for thirty (30) days after the report and recommendations are presented to the council.

9. Once the public inspection is closed, the council may apply to the Ministry of Government Relations to alter the boundaries in accordance with section 49 of *The Municipalities Act*.
10. The Minister's order will take effect:
  - a. If the application is made one hundred eighty (180) days or more before a general election, with respect to that general election and all subsequent general elections and by-elections held in the rural municipality; or
  - b. If the application is made less than one hundred eighty (180) days before a general election, with respect to all general elections and by-elections commencing with the second general election after the report is filed.
11. The municipality may request the Minister of Government Relations to establish a "Special Service Area" by order, which may be assigned different tax rates and service levels.
12. The Lieutenant Governor may make regulations respecting:
  - a. The number of members to be elected;
  - b. The manner and means of determining the population or number of voters;
  - c. The minimum frequency of reviews;
  - d. Any requirements for the purposes of subsection 6 of this policy.

Resolution No. 2022-182

Date: September 20<sup>th</sup>, 2022

CS RB