

RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322

Minutes of the regular meeting of the council of the Rural Municipality of Antelope Park No. 322 held on Monday, August 21st, 2023 at the Marengo Municipal Office located at 20 1st Avenue North in Marengo, Saskatchewan.

CALL TO ORDER

Reeve Clinton Barr called the meeting to order at 6:58 p.m. with the following members in attendance:

Division 1: Joel Hamm

Division 2: William Warrington

Division 3: Brantford Whittleton

Division 4: Barry Noble

Division 5: Raymond McKeary

Division 6: Eldon Roesler

The following staff members were in attendance:

Administrator: Robin Busby

AGENDA

2023-195 BARRY NOBLE – That the agenda be used as a guideline for this meeting and that we approve the following changes to the agenda:

Agenda Additions:

Dogs at Large in Hoosier

Correspondence – AGS Sales Ltd. – Road Maintainer Unit

CARRIED UNANIMOUSLY

MINUTES

2023-196 JOEL HAMM – That the minutes from the regular meeting of council held on July 18th, 2023 be approved as circulated.

CARRIED

7:03 p.m. – Brantford Whittleton entered the boardroom.

REPORTS

2023-197 WILLIAM WARRINGTON – That the following reports be filed:
Kindersley & District Plains Museum
West Central Municipal Government Committee (WCMGC)
Kindersley Medical Arts
Kindersley Health and Wellness Foundation Inc.
Road Construction Update
Roadata Reports

CARRIED

ADMINISTRATOR'S REPORT

2023-198 **CLINTON BARR** – That the Administrator's Report dated August 21st, 2023 be acknowledged as received and filed.

CARRIED

FINANCIAL REPORTS

2023-199 **BRANTFORD WHITTLETON** – That the statement of financial activities and bank reconciliations for July 2023 be approved as presented.

CARRIED

7:27 p.m. to 8:10 p.m. - Ken Mielke attended the meeting to discuss grading of roads, road construction, employee matters, and tree mulching.

CORRESPONDENCE

2023-200 **WILLIAM WARRINGTON** – That we acknowledge receipt of the following correspondence and file for future reference:

Saskatchewan Association of Rural Municipalities (SARM)
Rural Dart (former Weekly Policy Bulletin) – July 18, 2023
Rural Dart – July 25, 2023
Rural Dart – August 1, 2023
Rural Dart - August 8, 2023
Rural Sheaf – July 2023
News Release – SARM Addresses Drought Crisis Plant Health Network
Summer 2023 Newsletter

Minister of Agriculture
Response to Agricultural Disaster Declaration by the RM of Antelope Park No. 322

Agricultural Producers Association of Saskatchewan (APAS)
July 20, 2023 Update
July 27, 2023 Update
August 3, 2023 Update

CARRIED

PIPELINE INSTALLATIONS/CROSSINGS

2023-201 **JOEL HAMM** – That the following pipeline installations/crossings be acknowledged as approved by the Development Officer:

Lycos Energy Inc.
11-10-31-27W3 to 14-10-31-27W3 File No. SCP18582

CARRIED

CB RB

POWERLINE INSTALLATIONS/CROSSINGS

2023-202 **JOEL HAMM** – That the following powerline installations be acknowledged as approved by the Development Officer:
Lycos Energy Inc.
14-10-31-27W3 File No. SCP18604

CARRIED

PROPOSED ROAD CONSTRUCTION

2023-203 **WILLIAM WARRINGTON** – That we instruct the Administrator to advise the landowner of NW 25-31-29W3 that if development permit is obtained for the property, the municipality will provide an improved access to the property south from Range Road 320.

CARRIED

2023 FALL DUST CONTROL

2023-204 **JOEL HAMM** – That we contract Rawhide Supplements Ltd. to apply magnesium chloride for dust control in the municipality at the following sites as a second application in 2023; application area for each site will be approximately 200m X 8m:

SE 04-31-27W3
SW 03-31-27W3
SW 27-31-27W3
SW 15-32-27W3
NW 15-33-27W3

CARRIED

TARGETED SECTOR SUPPORT FUNDING - PRAIRIE WINDS EMERGENCY PLANNING DISTRICT

2023-205 **JOEL HAMM** – That we acknowledge receipt of the funding from the Targeted Sector Support Initiative Program in the amount of \$56,250.00 for the creation of an Emergency Response Plan for the Prairie Winds Emergency Response Plan and Training and that we instruct the Administrator to sign the funding agreement.

CARRIED

IN CAMERA

2023-206 **CLINTON BARR** – That we enter an in-camera session at 8:21 p.m. to discuss confidential human resource matters pursuant to Section 120 Subsection 2(a) of *The Municipalities Act*.

CARRIED

OUT OF CAMERA

2023-207 **BRANTFORD WHITTLETON** – That we conclude the in-camera session at 8:23 p.m. and that the regular meeting of council resume.

CARRIED

CS AB

PURCHASING AND PROCUREMENT POLICY

2023-208 WILLIAM WARRINGTON – That the Purchasing and Procurement Policy, attached hereto and forming part of these minutes be approved.
CARRIED

HARASSMENT PREVENTION POLICY

2023-209 JOEL HAMM – That the Harassment Prevention Policy, attached hereto and forming part of these minutes be approved.
CARRIED

ABATE COMMUNITY HALL MUNICIPAL AND EDUCATION PROPERTY TAX

2023-210 BRANTFORD WHITTLETON – That we abate the following community hall municipal and education property taxes for 2023:
Parcel C EV2501 – Hoosier Valley Recreation Centre
2023 Municipal Levy: \$686.02
2023 Education Property Tax Levy: \$370.85
2023 Total Abatement: \$1,056.87

W ½ SW 11-31-27W3 – Hoosier & District Golf Club
2023 Municipal Levy: \$54.91
2023 Education Property Tax Levy: \$28.88
2023 Total Abatement: \$83.79

Lot 13-14 Block 1 Plan G394 – Loverna Sports Club
2023 Municipal Levy: \$52.00
2023 Education Property Tax Levy: \$1.45
2023 Total Abatement: \$53.45

Lot 38-40 Block 1 Plan G394 – Loverna Sports Club
2023 Municipal Levy: \$303.10
2023 Education Property Tax Levy: \$163.85
2023 Total Abatement: \$466.95

Lot 1-2 Block 5 Plan G394 – Loverna Sports Club
2023 Municipal Levy: \$1,015.01
2023 Education Property Tax Levy: \$548.70
2023 Total Abatement: \$1,563.71

Lot 3 Block 5 Plan G394 – Loverna Sports Club
2023 Municipal Levy: \$26.00
2023 Education Property Tax Levy: \$0.73
2023 Total Abatement: \$26.73

Lot 26 Block 5 Plan G394 – Loverna Sports Club
2023 Municipal Levy: \$26.00
2023 Education Property Tax Levy: \$1.45
2023 Total Abatement: \$27.45

CARRIED

CB PB

ACCOUNTS

2023-211

ELDON ROESLER – That the list of accounts, attached hereto and forming part of these minutes, including cheque numbers 9817 to 9832 in the amount of \$47,275.97 and EFT cheque numbers 990291 to 990309 in the amount of \$50,578.80 be approved for payment.

CARRIED

ADJOURN

2023-212

RAYMOND MCKEARY – That this meeting now adjourn at 8:54 p.m.

CARRIED



Reeve



Administrator

September 19th, 2023 – 7:00 p.m. - Regular meeting of council



Purchasing and Procurement Policy

Purpose

To establish limits on purchasing authority so that the Rural Municipality of Antelope Park No. 322 (the RM) may operate effectively and efficiently.

Definitions

“Administrator” means the person appointed as Administrator pursuant to section 110 of *The Municipalities Act*.

“Council” means the council for the Rural Municipality of Antelope Park No. 322

“Foreman” means the person hired by the municipality in the supervisor position of all outside works.

“Professional Services” shall include the services of a Consultant, Engineer, Environmental Monitor, Solicitor, Auditor, and Insurance Broker and any other professional services required by Council

“Reeve” means the council member duly elected in the municipality as the Reeve in accordance with *The Local Government Election Act*.

“RM” means the Rural Municipality of Antelope Park No. 322

Scope

All RM expenditures shall be made in accordance with this policy.

Spending Limits – Administrator, Foreman and Reeve

The Administrator shall have the authority to:

Authorize the following items at their discretion, without Council approval, to a maximum amount of \$1,000.00

Supplies and small tools

Equipment

Contract work

Office expenditures

The Administrator shall advise council at its next regular meeting of the particulars of the transactions undertaken under this policy in the Administrator's Report, including by not limited to:

The amount paid

The payee

Expenditure purpose

The Foreman shall have the authority to:

Authorize the following items at their discretion, without Council approval, to a maximum amount of \$1,000.00:

Supplies and small tools

Equipment

Contract work

Shop expenditures

The Foreman shall advise council at its next regular meeting of the particulars of the transactions undertaken under this policy in the verbal report to the council, including by not limited to:

The amount paid

The payee

Expenditure purpose

The Reeve shall have the authority to:

Authorize the following items at their discretion, without Council approval, to a maximum amount of \$1,000.00:

Supplies and small tools

Equipment

Contract work

Shop expenditures

The Reeve shall advise council at its next regular meeting of the particulars of the transactions undertaken under this policy in the verbal report to the council, including by not limited to:

The amount paid

The payee

Expenditure purpose

The Administrator, Foreman & Reeve authority is subject to the following limitations:

Council consultation and approval is required for all purchases/contracts/services greater than \$1,000.00

All professional services regardless of the dollar value must be hired after council approval.

Purchases greater than \$25,000 but less than \$75,000

All purchasing of goods, materials, or equipment having an estimated value of \$25,000 but less than \$75,000 shall require written quotations from a minimum of three suppliers. The council will review the quotations and make the final decision regarding a purchase.

Purchases of \$75,000 or higher

All purchases of goods, materials, or equipment \$75,000 or higher will be carried out by a tender process carried out using best practices. A formal tender document shall be prepared by the Administrator and the tender shall be posted on www.sasktenders.ca. The tenders will be presented to council for their review and selection.

The RM is a member of the Saskatchewan Association of Rural Municipalities (SARM) and uses the SARM trading program to make purchases when it is determined to be the best decision. The SARM trading program is part of a national cooperative procurement program that ensure compliance with all trade agreements. When the RM uses the SARM trading department for procurement, the purchase of goods, materials or equipment \$75,000 or higher need not be advertised for tender.

Resolution No. 2023-208

August 21st, 2023

SB AB

Rural Municipality of Antelope Park No. 322
List of Accounts for Approval (Condensed)
Batch: 2023-00064 to 2023-00069

Bank Code - Bank1 - Main Demand

COMPUTER CHEQUE

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
9817	2023-07-24	Warrington, William IND Mtg 2023-07 INDMtg07Overpmt	Councillor Indemnity & Mileage Councillor Indemnity & Mileage	997.00 -284.50	712.50
9818	2023-08-21	628514 Saskatchewan Ltd. 3038	Gravel Spread 04-29 July, 2023	24,891.75	24,891.75
9819	2023-08-21	Anavets Magazine N0219254T1201	1/8 page Ad	439.95	439.95
9820	2023-08-21	VOID - To pay quarterly			
9821	2023-08-21	Information Services Corp Stmt 31July2023 Stmt 30JulyCorr	2023-01 Interest Registrations Registrations & Transfer Fees	110.00 204.00	314.00
9822	2023-08-21	Kindersley Bearing (2008) Ltd. 001-063835 001-063924 001-064096	Noble Well Repairs Water Pump - B Noble Well Noble Well Repairs	179.10 1,105.63 230.73	1,515.46
9823	2023-08-21	Kindersley & District Co-op #4901 #5152 372326 #5515 #5761 #5770	Shop Supplies & Grease Shop Supplies Bulk Fuel - Jul Oil Shop Supplies Shop Supplies	153.26 34.94 6,073.44 13.54 25.42 33.31	6,333.91
9824	2023-08-21	Loraas Disposal North Ltd. 1791	Garbage Bins Hoosier & Loverna	1,179.55	1,179.55
9825	2023-08-21	Minister of Finance RP-2023-047	Policing Services 2023	7,129.42	7,129.42
9826	2023-08-21	RM of Milton No 292 AR #2023-00056	Paid by D. Comstock to wrong RM	18.00	18.00
9827	2023-08-21	Sask Workers' Compensation Board Issued Saskatchewan WCB Stmt 18AprBalan	WCB Premiums 2023	3,065.58	3,065.58
9828	2023-08-21	Village of Marengo PO 524	Postage - Tax Enforcement	56.80	56.80
9829	2023-08-21	Whittleton, Brantford INDMtg 2023-08	Councillor Indemnity & Mileage	458.50	458.50
9830	2023-08-21	Noble, Barry IND Mtg 2023-08	Councillor Indemnity & Mileage	308.50	308.50
9831	2023-08-21	McKeary, Raymond IND Mtg2023-Aug	Councillor Indemnity & Mileage	313.00	313.00
9832	2023-08-21	Roesler, Eldon IND Mtg2023-Aug	Councillor Indemnity & Mileage	539.05	539.05
				Total Computer Cheque:	47,275.97

Total Bank1: 47,275.97

OB 18

Rural Municipality of Antelope Park No. 322
List of Accounts for Approval (Condensed)
Batch: 2023-00064 to 2023-00069

Bank Code - EFT - Paid Electronically

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
990291	2023-07-21	Payroll - Scotia EFT			
		BusbyRPP2023-15	Salary, 08 - 21 Jul 2023	3,172.50	
		EnsorLPP2023-15	Wages, 08 - 21 Jul 2023	1,456.38	
		MielkePP2023-15	Wages, 08 - 21 July 2023	2,653.60	
		ReaCPP2023-15	Salary, 08 - 21 Jul 2023	1,493.19	
		Springer2023-15	Wages, 08 - 21 Jul 2023	1,909.13	10,684.80
990292	2023-08-04	Payroll - Scotia EFT			
		BusbyRPP2023-16	Salary, 22 Jul - 04 Aug 2023	3,212.50	
		EnsorLPP2023-16	Wages, 22 Jul - 04 Aug 2023	1,122.22	
		MearsTPP2023-16	Wages, 22 Jul - 04 Aug 2023	1,289.43	
		MielkePP2023-16	Wages, 22 Jul - 04 Aug 2023	2,735.98	
		ReaCPP2023-16	Salary, 22 Jul - 04 Aug 2023	1,533.19	
		Springer2023-16	Wages, 22 Jul - 04 Aug 2023	2,027.98	11,921.30
990293	2023-08-04	ScotiaBank VISA			
		Stmt 17July2023	Shop Internet	88.75	88.75
990294	2023-08-04	ScotiaBank Visa			
		Stmt 17July2023	TS Expenses	1,061.72	1,061.72
990295	2023-08-09	MEPP			
		AP1PP2023-14	Remittance 24 Jun - 07 Jul 2023	2,707.06	
		AP1PP2023-15	Remittance 10 - 23 Jun 2023	2,439.74	5,146.80
990296	2023-08-10	Receiver General for Canada			
		RP0002Remit2307	Source Deduction Remittance RPO	1,150.22	1,150.22
990297	2023-08-10	Receiver General for Canada			
		RP0001Remit2307	Source Deduction Remittance RPO	8,832.55	8,832.55
990298	2023-08-10	Swift-net.ca			
		2023-07	Shop Internet Invoice	88.75	88.75
990299	2023-08-11	SaskPower			
		ScaleQtrly23-03	Weigh Scale 17 Apr - 14 July 2023	137.13	137.13
990300	2023-08-11	SaskPower			
		Fusilier_23-07	Lot 21 Blk 2 Plan G448 Fusillier	145.59	145.59
990301	2023-08-14	SaskEnergy			
		Shop 2023-07	Grader Shop	43.58	43.58
990302	2023-08-14	SaskEnergy			
		HTG 2023-07	Hoosier TG	43.58	43.58
990303	2023-08-14	SaskPower			
		LPH 2023-07	Loverna Pump House	48.45	48.45
990304	2023-08-14	SaskPower			
		LSL 2023-07	Loverna Street Lights	92.61	92.61
990305	2023-08-14	SaskPower			
		HTG 2023-07	Hoosier TG	112.41	112.41
990306	2023-08-14	SaskPower			
		Shop 2023-07	Hoosier Grader Shop	120.34	120.34
990307	2023-08-14	SaskPower			
		HSL 2023-07	Hoosier Street Lights	138.92	138.92
990308	2023-08-18	Payroll - Scotia EFT			

CB JB

Rural Municipality of Antelope Park No. 322
List of Accounts for Approval (Condensed)
 Batch: 2023-00064 to 2023-00069

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			BusbyRPP2023-17	Salary, 05 - 18 Aug 2023	3,172.50	
			EnsorLPP2023-17	Wages, 05 - 18 Aug 2023	891.42	
			MearsTPP2023-17	Wages, 05 - 18 Aug 2023	1,374.07	
			MielkePP2023-17	Wages, 05 - 18 Aug 2023	2,805.19	
			ReaCPP2023-17	Salary, 05 - 18 Aug 2023	1,493.19	
			Springer2023-17	Wages, 05 - 18 Aug 2023	333.30	10,069.67
990309	2023-08-21	Barr, Clinton				
		IND Mtg 2023-08		Reeve Indemnity & Mileage	651.63	651.63
				Total Computer Cheque:		50,578.80
				Total EFT:		50,578.80
				Grand Total:		97,854.77

CBW