

Rural Municipality of Antelope Park No. 322

Meeting Minutes

January 18th, 2022 - 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 18th, 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 1 council member Joel Hamm was absent.

Division 5 council member Raymond McKeary was absent.

Division 6 council member Eldon Roesler was absent.

The following staff members were in attendance:

Administrator: Robin Busby

CALL TO ORDER

Reeve Clinton Barr called the meeting to order at 6:59 p.m.

AGENDA

Resolution No. 2022-001

Moved By: William H. Warrington

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

Additions:

Appointment of Bylaw Enforcement Officer and Peace Officer

CARRIED

MINUTES

Resolution No. 2022-002

Moved By: Brantford Whittleton

That the minutes from the meeting held on December 21st, 2021 be approved as circulated.

CARRIED

REPORTS

Resolution No. 2022-003

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 Project Committee
Joint Administration Board Meeting - December 22, 2021
PCO Inspection Report

CARRIED

JOINT ADMINISTRATION

Resolution No. 2022-004

Moved By: Barry Noble

That the following salary increases and purchases for the municipal office, and other items be approved effective January 1st, 2022:

Increase Lisa Ensor's wage from \$19.05 per hour to \$22.00 per hour;
Increase Trina Mears' wage from \$26.15 per hour to \$26.70 per hour;
Increase Candace Rea's salary from \$57,015 per year to \$58,175 per year;
Increase Robin Busby's salary from \$110,290 per year to \$112,525 per year;
Increase Tracy Clow's janitorial contract from \$6,060 per year to \$6,180 per year;
Authorize Trina Mears and Lisa Ensor to attend the 2022 Munisoft Conference at an estimated cost of \$2,390.00;
Purchase an Asus desktop computer from Munisoft at an approximate cost of \$3,174.00 plus taxes;
Purchase a 2 foot by 4 foot table for the Administrator's office for a maximum amount of \$300.00 before taxes;
Purchase a vacuum to a maximum of \$1,000 before taxes.

CARRIED

REVENUE AND EXPENSES

Resolution No. 2022-005

Moved By: Brantford Whittleton

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

CARRIED

CORRESPONDENCE

Resolution No. 2022-006

Moved By: William H. Warrington

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

Saskatchewan Association of Rural Municipalities (SARM)

Weekly Policy Bulletin – December 21, 2021

Weekly Policy Bulletin – January 4, 2022

Weekly Policy Bulletin – January 11, 2022

Rural Sheaf – December 2021

2022 Annual Convention & Trade Show

Division 6 Plant Health Officer – 2021 Clubroot Distribution Map

Royal Canadian Mounted Police (RCMP) Kindersley Detachment

Oct-Dec 2021 Policing Report

Canadian Association of Municipal Administrators

Work during Pandemic

West Central Government Committee

2021 Summary

STARS

RM of Antelope Park No. 322 Impact Report

Fall Horizons 2021

CARRIED

CYBER LIABILITY COVERAGE UPDATE

Resolution No. 2022-007

Moved By: Barry Noble

That we acknowledge receipt of the correspondence from SARM regarding the Cyber Liability Coverage Renewal and that due to the renewal terms and coverages being provided by AON, that the program will be discontinued by SARM.

CARRIED

**HEALTH CANADA - PEST MANAGEMENT REGULATORY AGENCY - NOTICE OF
OBJECTION TO RE-EVALUATION DECISION ON STRYCHNINE USE**

Resolution No. 2022-008

Moved By: William H. Warrington

That we acknowledge the correspondence received from Health Canada, Pest Management Regulatory Agency noting that the municipality's Notice of Objection has been reviewed and assessed.

CARRIED

HUDSON BAY ROUTE ASSOCIATION - 2022 MEMBERSHIP REQUEST

Resolution No. 2022-009

Moved By: William H. Warrington

That we purchase a membership with the Hudson Bay Route Association in 2022 in the amount of \$300.00.

CARRIED

SASKTIP – 2022 MEMBERSHIP REQUEST

Resolution No. 2022-010

Moved By: Barry Noble

That we acknowledge the receipt of the correspondence and invoice from the SaskTip regarding the municipality becoming a member and that we decline the request.

CARRIED

PIPELINE CROSSINGS

Resolution No. 2022-011

Moved By: Brantford Whittleton

That the following pipeline crossings be acknowledged as approved by the Development Officer:
Teine Energy Ltd.

12-30-30-26W3 to 11-01-31-27W3 File No. 21-26236

CARRIED

RIGHT OF WAY PURCHASE POLICY

Resolution No. 2022-012

Moved By: Barry Noble

That we table further discussion of a right of way purchase policy until the February 2022 meeting of council.

CARRIED

COVID-19 PROOF OF VACCINATION OR NEGATIVE TEST POLICY - COUNCIL, STAFF & CONTRACTORS

Resolution No. 2022-013

Moved By: Brantford Whittleton

That we table further discussion of a COVID-19 Proof of Vaccination and Negative Test Policy for Staff and Council until the February 2022 meeting of council.

CARRIED

COVID-19 PROOF OF VACCINATION OR NEGATIVE TEST POLICY - COUNCIL MEETINGS

Resolution No. 2022-014

Moved By: William H. Warrington

That we table further discussion of a COVID-19 Proof of Vaccination and Negative Test Policy for Council Meetings until the February 2022 meeting of council.

CARRIED

2022 CUSTOM WORK RATES

Resolution No. 2022-015

Moved By: Barry Noble

That the municipal custom work (machine & operator) rates for 2022 are as follows:

<u>Machine</u>	<u>Per/hr rates</u>
Volvo Grader	\$170.00
Backhoe	\$140.00
Tractor and Grass Mower	\$130.00
Tractor and Rock Picker	\$130.00
Tractor and Grass Seeder	\$130.00
Loader	\$140.00
Grader with Packer	\$160.00
Spreader Truck	\$120.00
1993 Ford Truck	Not rented

CARRIED

SASKPOWER - INSTALLATION OF LINE - NE 20-32-27W3

Resolution No. 2022-016

Moved By: William H. Warrington

That we table further discussion of the installation of a SaskPower line within the NE 20-32-27W3 until the February 2022 meeting of council.

CARRIED

WORKPLACE ILLNESS POLICY UPDATE

Resolution No. 2022-017

Moved By: Brantford Whittleton

That we amend the Workplace Illness and COVID-19 Policy Prevention Policy by making the following changes:

Removing "Avoid unnecessary travel" and replace with "employees are expected to follow all provincial and federal measures in place for inter-provincial and international travel";

Remove "certified" from item 8

CARRIED

**LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF
PRIVACY - OPERATIONAL POLICY**

Resolution No. 2022-018

Moved By: William H. Warrington

That the Access to Information - Operational Policy, attached hereto and forming part of these minutes be approved effective January 12th, 2022.

CARRIED

BYLAW 2022-01 - A BYLAW TO ESTABLISH A FEE TO APPEAL ASSESSMENT

Resolution No. 2022-019

Moved By: Brantford Whittleton

That Bylaw 2022-01, a bylaw to establish a fee to appeal assessments be given first reading.

CARRIED

Resolution No. 2022-020

Moved By: William H. Warrington

That Bylaw 2022-01, be given second reading.

CARRIED

Resolution No. 2022-021

Moved By: Barry Noble

That the third reading of Bylaw 2022-01 be permitted at this meeting.

CARRIED UNANIMOUSLY

Resolution No. 2022-022

Moved By: Clinton Barr

That Bylaw 2022-01, a bylaw to establish a fee to appeal assessments be given third reading and be adopted.

CARRIED

2022 BOARD OF REVISION MEMBERS

Resolution No. 2022-023

Moved By: Brantford Whittleton

That we appoint the following members to the 2022 Board of Revision for the municipality:

Sheryl Ballendine
Stew Demmans
Cameron Duncan
Tim Lafreniere
Mike Waschuk
Gordon Parkinson
David Thompson
Stuart Hayward
Saumya Vaidyanathan

CARRIED

2022 DEVELOPMENT APPEAL BOARD MEMBERS

Resolution No. 2022-024

Moved By: Barry Noble

That we appoint the following members to the 2022 Board of Revision for the municipality:

Sheryl Ballendine
Stew Demmans
Cameron Duncan
Tim Lafreniere
Mike Waschuk
Gordon Parkinson
David Thompson
Stuart Hayward
Saumya Vaidyanathan

CARRIED

PEST CONTROL OFFICER - 2022 APPOINTMENT

Resolution No. 2022-025

Moved By: William H. Warrington

That we appoint Gordon Roesch as the municipality's Pest Control Officer and that we agree to pay the R.M. of Chesterfield No. 261 \$25.55 per hour for services and \$0.64/km for mileage.

CARRIED

WEED INSPECTOR - 2022 APPOINTMENT

Resolution No. 2022-026

Moved By: Brantford Whittleton

That we appoint Gordon Roesch as the municipality's Weed Inspector and that we agree to pay the R.M. of Chesterfield No. 261 \$25.55 per hour for services and \$0.64/km for mileage.

CARRIED

FINAL APPLICATION FOR TITLE - LOT 26 BLOCK 6 PLAN G394

Resolution No. 2022-027

Moved By: William H. Warrington

That the municipality make final application for title on the following properties:

Lot 26 Block 6 Plan G394

CARRIED

FIDELITY BOND

Resolution No. 2022-028

Moved By: Barry Noble

That the administration fidelity bond, in the amount of \$25,000, issued by SARM and renewed annually, be noted in the minutes as having been examined at the first meeting of 2022.

CARRIED

2022 COUNCIL MEETING DATES

Resolution No. 2022-029

Moved By: Clinton Barr

That the council meet on the following dates in 2022 at 7:00 p.m. unless rescheduled by the majority of council through resolution:

January 18, 2022	July 19, 2022
February 15, 2022	August 16, 2022
March 24, 2022	September 20, 2022
April 19, 2022	October 18, 2022
May 17, 2022	November 24, 2022
June 21, 2022	December 20, 2022

CARRIED

SASK LOTTERIES - COMMUNITY GRANT PROGRAM - 2023 APPLICATION

Resolution No. 2022-030

Moved By: William H. Warrington

That we apply to Saskatchewan Lotteries for the Saskatchewan Lotteries Community Grant Program for 2023 in the amount of \$6.35 per capita.

CARRIED

2022 DONATIONS

Resolution No. 2022-031

Moved By: Brantford Whittleton

That the following donations for 2022 be approved:

\$100.00 Donations

Canadian Cancer Society

Sask Abilities Council

Canadian Red Cross

Camp Easter Seal

Loverna Sports Club

Westcliffe Composite School - Awards Night

The Salvation Army

Sask. Lung Association

Mental Health Association

Hoosier Rec. Board

Major Rec. Board

\$150.00 Donations

Bea Bank Beef 4H Club

Major 4H Club

\$200.00 Donations

Ronald McDonald House

Kindersley District Music Festival

Saskatchewan Crime Stoppers

\$500.00 Donations

West Central Crisis Centre

Heritage Manor Auxiliary

Prairie Sky Recovery Centre

West Central Early Childhood Intervention Program

\$1,000.00 Donations

Kindersley Plains Museum

\$2,000.00 Donations

Alsask Swimming Pool

\$5,000 Donations

KAC Fire Association

Eatonia Oasis Living Inc.

\$7,500 Donations

Kindersley Regional Airport

\$10,000 Donations

STARS (donation made through SARM)

CARRIED

MULTI-MUNICIPALITY MAP

Resolution No. 2022-032

Moved By: William H. Warrington

That we partner with the RM of Prairiedale No. 321, the RM of Oakdale No. 320 and the RM of Winslow No. 319 and create a multi-municipality map available for resale and to be used for municipal purposes.

CARRIED

APPOINTMENT OF BYLAW ENFORCEMENT OFFICER AND PEACE OFFICER

Resolution No. 2022-033

Moved By: Clinton Barr

That the Council of the Rural Municipality of Antelope Park No. 322 appoints Luc Morin as a Bylaw Officer within the Rural Municipality of Antelope Park No. 322 pursuant to section 373 of *The Municipalities Act* for the purposes of bylaw enforcement and shall be considered a Peace Officer for the purposes of bylaw enforcement under *The Summary Offences Procedures Act, 1990* appointment term to be from January 1st, 2022 to December 31st, 2022.

CARRIED

ACCOUNTS

Resolution No. 2022-034

Moved By: Brantford Whittleton

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

CARRIED

ADJOURN

Resolution No. 2022-035

Moved By: Barry Noble

That this meeting now adjourn at 9:17 p.m.

CARRIED

Reeve

Administrator



ACCESS TO INFORMATION - OPERATIONAL POLICY

PURPOSE

The Rural Municipality of Antelope Park No. 322 recognizes the right of access by the public to information in the possession or under the control of the Municipality and is committed to fulfilling its obligations under *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* and *The Local Authority Freedom of Information and Protection of Privacy Act Regulations (LAFOIP Regs)*.

The purpose of this policy is to establish appropriate controls and guidelines around providing access to information as required to carry out the Municipality's statutory obligations pursuant to LAFOIP and the Municipality's legitimate business and public interest mandates, including the principles of Open Government: transparency, accountability, accessibility, and participation.

SCOPE

This policy applies to all employees and contractors of the Municipality

DEFINITIONS:

Access to Information Request - The formal process by which an individual may request access to the Municipality's information under the provisions of LAFOIP. The term freedom of information request (FOI) also describes an access to information request.

Administrator - the Administrator of the Municipality appointed pursuant to Section 110 of *The Municipalities Act* (or section 49 of the *Northern Municipalities Act*).

Applicant - any individual who requests access to a record under LAFOIP.

City Clerk - the City Clerk of the Municipality appointed pursuant to section 85 of *The Cities Act*.

Contractor - an individual or company retained under a contract to perform services for the Municipality, including any information management service providers (IMSP).

Control - is where the Municipality has the authority to manage the record, including restricting, regulating, and administering its use, disclosure, or disposition.

Duty to Assist - the Municipality's obligation to assist an applicant, including responding to a request for access openly, accurately, and completely.

Employee - an individual employed by the Municipality, including an individual retained under a contract to perform services for the Municipality.

Exemption - a mandatory or discretionary provision under LAFOIP that authorizes the Municipality to refuse to give access to information contained in a record or, in some cases, to refuse to acknowledge the existence of a record in response to a request.

Formal Request - a request for access to information, made in writing or presented on the prescribed Access to Information Request Form that states the applicant wishes to make an application under LAFOIP.

Head - the Mayor/Reeve of the Municipality.

Informal Request - a request for information, which is general in nature, can be easily accessed in a minimal amount of time and can typically be handled by the department responsible for the information.

Information - what a record contains. It is also a term used to refer to the content of an electronic database or application. Regardless of the form, all recorded information in the possession or under the control of the Municipality is a record.

LAFOIP - The Local Authority Freedom of Information and Protection of Privacy Act.

Personal Information - means information about an identifiable individual of a personal nature which may include but is not limited to: information about an individual's race; religion; family status; age; birthdate; place of origin; employment or criminal history; financial information; health services number; driver's license number; social insurance number; home address, email address or telephone number; physical or mental condition of an individual; an individual's personal views or opinions except where they are about another individual.

Possession - physical possession plus a measure of control of the record.

Privacy - is the right to keep certain information private; freedom from unauthorized access to, use, or disclosure of one's personal information.

Record - means a record of information in any form and includes information that is written, photographed, recorded, digitized, or stored in any manner but does not include computer programs or other mechanisms that produce records.

Third Party - means a person or company other than the Municipality.

POLICY

LAFOIP and (*The Cities Act, The Municipalities Act or The Northern Municipalities Act, 2010*) determine the Municipality's obligations to provide access to information in the Municipality's possession or under its control. Every employee and contractor with access to Municipal information, as a result of their employment or contract with the Municipality, is responsible for managing that information in accordance with this policy. Also, to the extent that an elected official is engaged in carrying out the mandate or functions of the Municipality, then LAFOIP most likely will apply to those records.

1. Access to Information-Pursuant to LAFOIP, an individual has the right to request access to any information in the possession or under the control of the Municipality.
The Municipality has a duty to assist in providing as much information as possible to the applicant while ensuring personal, confidential, and third party information is protected in accordance with LAFOIP.
2. Informal Requests-Informal requests are handled by the employee responsible for the information, in consultation with the Administrator as necessary.
3. Formal Requests-An applicant who wishes to make a formal request under LAFOIP is to complete the Access to Information Request Form (attached) available on the Municipality's or Saskatchewan Office of the Information and Privacy Commissioner's website or makes a request by email or letter stating the request is being made under LAFOIP.

The applicant is to send the request confidentially to the Administrator. If an employee receives the formal access request, it should be forwarded to the Administrator.

Formal requests are handled by the Administrator confidentially and immediately on receipt. The name of the applicant should be kept confidential.

Formal access to information requests are subject to an application fee, pursuant to LAFOIP Regs.

Processing fees are determined in accordance with LAFOIP Regs.

The Administrator will use an access request checklist to ensure that all the steps have been taken (sample access request checklist attached).

Employees shall assist the Administrator as necessary in obtaining information responsive to access to information requests in accordance with the timelines legislated under LAFOIP and contained in the access request checklist.

4. Duty to Assist - The Municipality has a duty to provide assistance to an applicant, including to respond to a request for access openly, accurately, and completely; to provide an explanation of any term, code, or abbreviation used in the information, or to refer an applicant to a person who is able to supply an explanation if the Municipality is unable to do so.
5. Clarifying or Narrowing - If a formal access request is unclear, in other words, the Administrator cannot determine the records being requested, the Administrator should write the applicant asking the applicant to clarify the access request. This should be done as soon as possible upon receiving the access request.

If the access request is clear as to the records being requested, the Administrator, as part of the duty to assist, can contact the applicant to see if the access request can be narrowed. In other words, to see if fewer records might meet the purpose of the applicant and perhaps keep fees down. This should be done as soon as possible upon receipt of the access request.

6. Exemptions-LAFOIP provides for the protection of certain information. There are mandatory and discretionary provisions under LAFOIP authorizing the Head to refuse to give access to

information contained in a record, including refusal to confirm or deny the existence of a record in response to an access to information request.

When determining whether to apply discretionary exemptions, the Head will exercise good faith in balancing the municipal's legitimate business or legal concerns and the principles of open government.

7. Reviews-An applicant who is not satisfied with how the Municipality has processed an access to information request may apply to the Saskatchewan Information and Privacy Commissioner (IPC) to review the matter.

The Municipality will cooperate with the IPC in the conduct of the review.

The Municipality will work with the IPC, the applicant, and any third parties to come to an acceptable review result whenever possible.

The Administrator will determine whether to comply or not comply with any recommendations of the IPC following a review regarding the requirements of LAFOIP, the public interest, mandate of the Municipality, and the principles of open government.

If the applicant and/or third party are not satisfied with the Head's decision to comply or not comply with the recommendation of the IPC, they can appeal that decision to the court.

8. Open Government-The Municipality is committed to supporting the concepts of transparency, accountability, accessibility, and participation and, as such, is committed to proactively providing information.

ROLES AND RESPONSIBILITIES

The Administrator is responsible for:

- Corporate information, including personal information at the Municipality of residents and employees.
- Providing guidance with respect to this policy and ensuring this policy is followed.
- Receiving and managing all access to information requests, including applying all exemptions and working with the IPC when a review is undertaken.

Employees are responsible for:

- Forwarding all access requests to the Administrator.
- Assisting with the search for responsive records.
- Compliance with this policy and related procedures and guidelines.

Access to Information Request Form

LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Form A
[Clause 6(1)(a)]

Personal information and personal health information on this form is collected under *The Local Authority Freedom of Information and Protection of Privacy Act* and *The Health Information Protection Act* and will be used or disclosed only as necessary to respond to your request.

INFORMATION ABOUT YOU

Last Name

First Name

Name of Company or Organization (if applicable - optional)

Address

City

Province

Postal Code

Day Phone Number

Alternate Number

Fax Number

Email

INFORMATION ABOUT THE RECORDS YOU ARE REQUESTING

Are you requesting:

- ☐ your own personal information.
- ☐ personal information about someone other than yourself (*attach proof that you have authority to receive the information requested*).
- ☐ general information.

To which local authority are you making your request? *Enter the name of the local authority that you believe has the records you are requesting.*

What records do you wish to access? *Please provide a detailed description of the records you wish to access. This information will help locate the records.*

LOCAL AUTHORITY FREEDOM OF INFORMATION
AND PROTECTION OF PRIVACY

What is the time period for the records you are requesting (if applicable)?

There is a processing fee of \$20 payable to the local authority. The person managing your request may contact you to seek clarification or to discuss aspects of the request, including the application of additional fees if necessary. You may request a waiver of the processing fee or additional fees, but may be required to provide evidence of substantial financial hardship (see section 8 of the regulations).

Please keep a copy of this request for your records.

☐ Check if requesting waiver of processing fees:

I request that payment of the fees related to this request be waived because payment will cause me substantial financial hardship. Details are as follows: (Use reverse of form if additional space is required.)

Signature of Applicant

FOR OFFICE USE ONLY

Date Received

Application Number

30-Day Response Date

Access Request Checklist

There are several key activities involved with processing an Access to Information request and you need to make sure all activities are completed within the legislated timeframes.

The following checklist can be used to ensure that all key tasks are completed and timelines are met. This is intended as a guideline and can be codified to suit the needs of your local authority. It is not always necessary to use the full 30 days allowed in the Act. A response should be provided sooner whenever possible.

Calendar Day Guidelines	Key Tasks	LAFOIP Tips	
Day 1 (day after receipt)	<ul style="list-style-type: none"> • Request received by local authority. • Log the request. • Set up an LAFOIP file. • Notify Head (Mayor, Reeve, Administrator, President or CEO) if required local authorities' set out in policy. • Start thinking about where responsive records might be (make notes). 	<ul style="list-style-type: none"> • If local authority charges the \$20 application fee, then ensure it is enclosed, otherwise application not yet fully made unless fee is waived. • Make sure staff are aware of what an Access Request is, the urgency of the request, and where to immediately forward the request if received in their office. • Begin making notes right away documenting the steps you have taken in processing the request. • When you notify the Head (Mayor, Reeve, President or CEO) do not disclose the identity of the applicant. • Notifying other staff should only be on a need-to-know basis. 	
30 Calendar Days to Respond	<ul style="list-style-type: none"> • Thirty-day clock starts 	<ul style="list-style-type: none"> • The thirty days start the day after the request is received in the local authority. For example, a request received November 1st is due December 1st. • See LAFOIP s. 7 	

Day2	<ul style="list-style-type: none"> • Check to see if a waiver of fees has been requested • Develop a search strategy: identify the area(s) of your local authority that may have responsive records and discuss the request with staff in the area(s). 	<ul style="list-style-type: none"> • If a waiver has been requested, need to ensure that the applicant has provided what is needed in order to make a decision to grant. • See LAFOIP Regulations s. 8. • Do not forget to search for responsive records in the local authority's possession and control (e.g. contractors; storage off site). • Remind program/branch areas of the serious nature of access requests and that search efforts should include responsive records. • Only share the identity of the applicant with those with a need- to-know 	
	<ul style="list-style-type: none"> • Determine whether clarification from the applicant will be required to process the request. 	<ul style="list-style-type: none"> • If clarification is required, try to contact the applicant by telephone immediately. If unable to reach the applicant, send a clarification letter outlining the details required to process the request. • See LAFOIP s. 5.1, the duty to assist which requires a local authority to act openly, honestly and accurately with the applicant. This means making phone calls to the applicant to understand or narrow the request. 	
	<ul style="list-style-type: none"> • Consider if request may need to be transferred to another government institution or local authority, in accordance with the Act. 	<ul style="list-style-type: none"> • Transfers must occur within 15 days of receipt by the local authority. • See LAFOIP ss. 7(1) (b) ands. 11. 	

Days 3 to 10	<ul style="list-style-type: none"> • Finalize which program area(s) might have responsive records • Program areas retrieve records and forward originals to Head or delegate (Administrator or access and privacy coordinator). • Consider need for time extension if circumstances in ss. 12(1) are present (e.g. large volume of records or requests, external consultations necessary or third party notice is required) and provide notice to applicant. • Copy retrieved records and return originals to program area. 	<ul style="list-style-type: none"> • Advise program areas to search for responsive records. • Keep accurate and complete notes of search on the Access Request file and keep copies of correspondence with all that were engaged. • Time extensions cannot exceed 30 days past the original 30 day deadline. • See LAFOIP ss. 12(1). 	
	<ul style="list-style-type: none"> • Consider fees and send estimate if applicable with request for deposit. • Clock stops until applicant indicates they agree to proceed and fee deposit is received. 	<ul style="list-style-type: none"> • A cost estimate must be provided if the fees will exceed \$100. • See LAFOIP Regulations s. 6 • If a fee estimate will be provided, do not complete search; rather, estimate fees based on representative sample. • See LAFOIP s. 9 and LAFOIP Regulations s. 5 • A local authority can require a deposit of up to 50% of the estimated fees prior to proceeding with work on the access request. • If a fee is going to be charged, no further work should be done until the 50% deposit is paid. 	
	<ul style="list-style-type: none"> • If there are third parties and if the Head intends to release the records, send notices to third parties. 	<ul style="list-style-type: none"> • <u>See LAFOIP PART V</u> 	

Days 11-17	<ul style="list-style-type: none"> • If 50% of fee is paid, clock starts again; proceed with work. • Prepare index of records and paginate the record. • Detailed line-by-line review of records; apply severance. • Apply exemptions and quote necessary exemptions where there is severing. 	<ul style="list-style-type: none"> • Continue consultation with program areas. • The index of records is a listing of the responsive records. • Keep accurate and complete records of reasons for each withheld record or severed portion. • See LAFOIP s. 8. • Keep accurate records of time spent severing if a fee estimate was issued. 	
Day 15	<ul style="list-style-type: none"> • Last <u>day</u> for transferring the request to another government institution or local authority. 	<ul style="list-style-type: none"> • If you are transferring the application, remember to provide a copy of the transfer letter to the government institution or local authority receiving the transfer and the applicant. • See LAFOIP s. 11 	
Days 18-24	<ul style="list-style-type: none"> • Consider whether a time extension is needed. 	<ul style="list-style-type: none"> • Ask those involved in consultation process to respond immediately to avoid a time extension. • See LAFOIP s. 12 	
	<ul style="list-style-type: none"> • Determine which third parties have consented to release of the records. • Obtain approval of Administrator of the records to be released. 		
	<ul style="list-style-type: none"> • Prepare records and index of records for delivery to applicant. • Provide the Administrator with recommendations to finalize the request. 		

Days 25 - 27	<ul style="list-style-type: none"> • If necessary, finalize actual fee, to incorporate into final letter to applicant. • Records are not provided until all fees are paid if any are charged. 	<ul style="list-style-type: none"> • The fees cannot exceed the original estimate. • See LAFOIP s. 9 and LAFOIP Regulations s. 5 	
	<ul style="list-style-type: none"> • Send final response letter (called a section 7 letter) to applicant with records (unless access is fully denied or time extension was warranted). 	<ul style="list-style-type: none"> • Ensure all correspondence, documentation and notes have been included in the file. • It is important that notes of the steps taken be made as the access request is processed. • Do not release any third party information that the local authority intends to release until the expiry of the request for review period and verification that the third party has not requested a review. • See LAFOIP ss. 36{3} and 38(4). 	
Day30	<ul style="list-style-type: none"> • Close file and maintain the file with other LAFOIP files. 	<ul style="list-style-type: none"> • If the section 7 response is not provided to the applicant by this deadline, it is a deemed refusal and applicant may request a review by the IPC. • See LAFOIP ss. 7(5) and ss. 38{1} (b). 	

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
9209	2021-12-28	Enviroway Detergent Man Inc				
			IN058941	WTP Chemicals	105.00	
			CN008427	WTP Chemicals	-31.50	73.50
9211	2021-12-28	ScotiaBank Visa				
		Stmnt 14Dec2021		Small Tools, Filter, Truck Wash	341.73	341.73
9212	2021-12-31	Anavets Magazine				
		N0219254T1001		1/8 page Ad	418.95	418.95
9213	2021-12-31	Loraas Environmental Services				
		0000422028		Garbage Bins Hoosier & Loverna	1,101.98	1,101.98
9214	2021-12-31	McKeary, Raymond & Mary Ann				
		Issued to: McKeary Charolais				
		OvpmtTaxes2021		Overpaid 2021 Taxes	621.62	621.62
9215	2021-12-31	Meridian Surveys Ltd				
		K39673		Survey RM Gravel Pits	1,827.48	1,827.48
9216	2021-12-31	Rod's Heating & Cooling Ltd.				
		28005		Shop Furnace Repair	159.31	159.31
9217	2022-01-18	Barr, Clinton				
		2022 Land Rent		Rental - Gravel Pile	200.00	200.00
9218	2022-01-18	CCL Networks				
		168380		Shop Internet Plan	77.70	77.70
9219	2022-01-18	Heather Warrington				
		1444-11		2022 Dog Tags	46.12	46.12
9220	2022-01-18	Information Services Corp				
		Stmnt 31Dec21		Registrations & Transfer Fees, Vw	139.05	139.05
9221	2022-01-18	Kindersley & District Co-op				
		330444		Bulk Fuel - December 2021	1,982.77	
		4978		Shop Supplies	3.32	
		4987		Shop Supplies	6.73	
		5234		Shop Supplies	35.50	
		5056		Oil	350.44	2,378.76
9222	2022-01-18	Kindersley & District Health				
		2022 Donation		Annual Donation (Yr 1 of 5)	30,000.00	30,000.00
9223	2022-01-18	Loverna Sports Club				
		2022 Cistern		2022 Grant for Water Cistern	350.00	350.00
9224	2022-01-18	Minister of Finance				
		FD2022014		Annual Fire Dispatching	204.75	204.75
9225	2022-01-18	SARM				
		CAL22322		Calendar Shipping	21.70	
		BEN119109		2022 Premiums for Benefit Plan	29,752.26	
		BON220322		Fidelity Bond Renewal	349.80	
		EXC220322		Excess Liability Coverage	978.38	
		MEM2022322		SARM Membership 2022	2,679.76	
		LIA22322		Liability Insurance Premium	1,489.55	35,271.45
9226	2022-01-18	Triod Supply				
		000-140437		Credit for Mower Hitch	-752.50	
		000-140438		Credit for Mower Hitch	-133.20	
		000-140435		Grader Blades	22,985.88	
		000-140398		Grader Blades	310.13	22,410.31

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COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
9227	2022-01-18	Village of Marengo PO			
		422	Postage	9.51	
		424	Postage	9.22	18.73
9228	2022-01-18	West Central Mun. Gov.'t Comm			
		23-2022	2022 Membership	58.50	58.50
9229	2022-01-18	Wheatland Regional Library			
		4577	Library Levy - First Half 2022	507.00	507.00
9230	2022-01-18	Hamm, Joel			
		IND Mtg 2022-01	Councillor Indemnity & Mileage	231.20	231.20
9231	2022-01-18	Warrington, William			
		IND Mtg 2022-01	Councillor Indemnity & Mileage	229.90	229.90
9232	2022-01-18	Whittleton, Brantford			
		IND Mtg 2022-01	Councillor Indemnity & Mileage	250.70	250.70
9233	2022-01-18	Noble, Barry			
		IND Mtg 2022-01	Councillor Indemnity & Mileage	250.70	250.70
9234	2022-01-18	McKeary, Raymond			
		IND Mtg 2022-01	Councillor Indemnity & Mileage	254.60	254.60
9235	2022-01-18	Roesler, Eldon			
		IND Mtg 2022-01	Councillor Indemnity & Mileage	272.80	272.80
				Total Computer Cheque:	97,696.84

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Bank Code - EFT - Paid Electronically

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
990001	2022-01-07	Payroll - Scotia EFT				
		MearsTPP2022-01		Wages, 25 Dec, 2021 - 07 Jan2022	1,167.64	
		ReaCPP2022-01		Salary, 25 Dec, 2021 - 07 Jan2022	1,548.31	
		MielkePP2022-01		Wages, 25 Dec, 2021 - 07 Jan2022	2,102.30	
		EnsorLPP2022-01		Wages, 25 Dec, 2021 - 07 Jan2022	1,175.10	
		BusbyRPP2022-01		Salary, 25 Dec, 2021 - 07 Jan2022	2,515.20	8,508.55
990002	2022-01-07	SMHI				
		Remittance2021-		Monthly Remittance	20,551.95	20,551.95
990003	2022-01-10	MEPP				
		AP1PP2021-26		Remittance 11 - 24 Dec 2021	2,292.50	
		AP1PP2021-25		Remittance 27 Nov - 10 Dec 2021	2,338.46	4,630.96
990004	2022-01-10	Minister of Finance				
		LivingSky 21-12		EPT Remittance - Monthly	215,639.04	215,639.04
990005	2022-01-10	Minister of Finance				
		SunWest 21-12		EPT Remittance - Monthly	5,022.79	5,022.79
990006	2022-01-10	Receiver General for Canada				
		RP0002Remit2112		Source Deduction Remittance RPT	44.50	44.50
990007	2022-01-10	Receiver General for Canada				
		RP0001Remit2112		Source Deduction Remittance RPT	6,925.62	6,925.62
990008	2022-01-10	SaskEnergy				
		HTG 2021-12	Accrual	Hoosier TG	186.40	186.40
990009	2022-01-10	SaskEnergy				
		Shop 2021-12	Accrual	Grader Shop	346.82	346.82
990010	2022-01-14	SaskPower				
		HTG 2021-12	Accrual	Hoosier TG	72.58	72.58
990011	2022-01-14	SaskPower				
		LSL 2021-12	Accrual	Loverna Street Lights	84.70	84.70
990012	2022-01-14	SaskPower				
		LPH 2021-12	Accrual	Loverna Pump House	108.10	108.10
990013	2022-01-14	SaskPower				
		HSL 2021-12	Accrual	Hoosier Street Lights	127.06	127.06
990014	2022-01-14	SaskPower				
		Shop 2021-12	Accrual	Hoosier Grader Shop	172.73	172.73
990015	2022-01-18	Barr, Clinton				
		IND Mtg 2022-01		Reeve Indemnity & Mileage	222.10	222.10
990573	2021-12-24	Payroll - Scotia EFT				
		ReaCPP2021-26		Salary, 11 Dec - 24 Dec, 2021	1,318.78	
		EnsorLPP2021-26		Wages, 11 Dec - 24 Dec, 2021	1,151.63	
		BusbyRPP2021-26		Salary, 11 Dec - 24 Dec, 2021	2,717.09	
		MielkePP2021-26		Wages, 11 Dec - 24 Dec, 2021	2,209.28	
		MearsTPP2021-26		Wages, 11 Dec - 24 Dec, 2021	1,148.78	8,545.56
Total Computer Cheque:						271,189.46

Total EFT: 271,189.46

Grand Total: 368,886.30