

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

## **Meeting Minutes**

### **January 19<sup>th</sup>, 2021 - 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 19<sup>th</sup>, 2021 at 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 - via conference call

Division 5: Raymond McKeary

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 7:02 p.m.

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

### **MINUTES**

**Resolution No. 2021-001**

**Moved By:** Brantford Whittleton

That the minutes from the meeting held on December 15<sup>th</sup>, 2020 be approved as circulated.

**CARRIED**

### **MUNICIPAL OFFICE RENOVATIONS, REPLACEMENTS AND PURCHASES**

**Resolution No. 2021-002**

**Moved By:** Clinton Barr

That we approve the recommendation made by the Joint Administration Board that all of the work in the five-year plan provided to the Joint Administration Board by the Administrator be completed within one fiscal year with the exception of the copier, that we authorize the purchase of a copier by the Administrator when required and instruct Administration to obtain quotes for the building work and the board room table.

**CARRIED**

**JOINT ADMINISTRATION AGREEMENT**

**Resolution No. 2021-003**

**Moved By:** Barry Noble

That the following salary increases and purchases for the municipal office, and other items be approved effective January 1st, 2021:

Increase Lisa Ensor's wage from \$18.55 per hour to \$19.05 per hour;  
Increase Trina Mears' wage from \$25.50 per hour to \$26.15 per hour;  
Increase Candace Rea's salary from \$55,620 per year to \$57,015 per year;  
Increase Robin Busby's salary from \$107,600 per year to \$110,290 per year;  
Increase Tracy Clow's janitorial contract from \$5,940 to \$6,060 per year;  
Approve of the following accessibility improvements to be made to the municipal office in 2021 with a maximum budget of \$12,000:

Outside door opener  
Inside door opener  
Installation  
Cement work;

Authorize Candace Rea and Trina Mears to attend the 2021 Munisoft Conference in Regina from September 14th to 16th, 2021 at an estimated cost of \$2,390.00;

Authorize the purchase of three 3 drawer file cabinets at an approximate cost of \$1,200 and that the existing file cabinets be advertised for sale by tender;

Authorize a \$300.00 workstation upgrade allowance per office workstation in 2021 for any upgrades or purchases requested by the administration staff.

**CARRIED**

**REPORTS**

**Resolution No. 2021-004**

**Moved By:** Eldon Roesler

That the following board reports be filed for future reference:

Kindersley & District Plains Museum  
West Central Municipal Government Committee  
Joint Administration Report  
PCO Inspection Report

**CARRIED**

**REVENUE AND EXPENSES**

**Resolution No. 2021-005**

**Moved By:** Raymond McKeary

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

**CARRIED**

**CORRESPONDENCE**

**Resolution No. 2021-006**

**Moved By: Clinton Barr**

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

Saskatchewan Association of Rural Municipalities

Weekly Policy Bulletin – December 15, 2020

Weekly Policy Bulletin – January 6, 2021

Weekly Policy Bulletin – January 12, 2021

Rural Sheaf – December 2020

PHO Quarterly – Winter 2020

2021 Membership Fees

Cyber Awareness Training

Letter from Division 6 Director Darwin Whitfield

Letter from President Orb – Support for Rural Broadband Lobby

Call for Nominations – SARM Elections

News Release – Leader's Responsibility During a Pandemic

Ray Orb

Requesting Support for run as SARM President

Agricultural Producers Association of Saskatchewan

Rural Connectivity Task Force

Ministry of Government Relations

December 2020 Municipalities Today

January 2021 Municipalities Today

Ministry of Highways

Ditch Mowing Program

Royal Canadian Mounted Police – Kindersley Detachment

3<sup>rd</sup> and 4<sup>th</sup> Quarter Report

Saskatchewan Municipal Hail Insurance

Annual General Meeting

Great Plains College

Thank you for your donation

**CARRIED**

**HUDSON BAY ROUTE ASSOCIATION - 2021 MEMBERSHIP REQUEST**

**Resolution No. 2021-007**

**Moved By:** William H. Warrington

That we purchase a membership with the Hudson Bay Route Association in 2021 in the amount of \$300.00.

**CARRIED**

**REVIEW OF WELLSITE APPLICATION - TEINE ENERGY LTD. - SW 13-31-29W3**

**Resolution No. 2021-008**

**Moved By:** William H. Warrington

That we after reviewing the application, that we approve the following drilling license:

*Teine Energy Ltd.*

4-13-31-29W3

**CARRIED**

**DRILLING LICENSES**

**Resolution No. 2021-009**

**Moved By:** Eldon Roesler

That the following drilling licenses be approved:

*Novus Energy Inc.*

8-1-33-28W3

**CARRIED**

**WELLTRAXXRM - MAPPING PROPOSAL**

**Resolution No. 2021-010**

**Moved By:** Clinton Barr

That we purchase the pipeline licensing module from WellTraxxRM in the amount of \$500.00 per year.

**CARRIED**

**JOB DESCRIPTION APPROVAL – FOREMAN**

**Resolution No. 2021-011**

**Moved By:** William H. Warrington

That we approve the job description for the municipal foreman for the municipality effective January 19<sup>th</sup>, 2021.

**CARRIED**

**GRADER OPERATOR POSITION**

**Resolution No. 2021-012**

**Moved By:** Brantford Whittleton

That we advertise for a grader/utility operator and that Barry Noble, Clinton Barr, Ken Mielke and Robin Busby be given authority to interview applicants for the seasonal grader/utility operator position and make the decision to hire after the interviews are completed; committee is further authorized to offer a maximum of \$29.00 per hour to the successful applicant.

**CARRIED**

**CELL PHONE ALLOWANCE – FOREMAN**

**Resolution No. 2021-013**

**Moved By:** Barry Noble

That we pay the Foreman \$50.00 per month for using his personal cell phone for work and that the compensation be retroactive to January 1<sup>st</sup>, 2021.

**CARRIED**

**2021 CUSTOM WORK RATES**

**Resolution No. 2021-014**

**Moved By:** Eldon Roesler

That the municipal custom work (machine & operator) rates for 2021 are as follows:

<b><u>Machine</u></b>	<b><u>Per/hr rates</u></b>
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**

**PEST CONTROL OFFICER 2021 APPOINTMENT**

**Resolution No. 2021-015**

**Moved By:** William H. Warrington

That we appoint Gordon Roesch as the municipality's Pest Control Officer for 2021 and that we agree to pay the R.M. of Chesterfield No. 261 \$25.05 per hour for services and \$0.64/km for mileage.

**CARRIED**

**WEED INSPECTOR 2021 APPOINTMENT**

**Resolution No. 2021-016**

**Moved By:** Barry Noble

That we appoint Gordon Roesch as the municipality's Weed Inspector for 2021 and that we agree to pay the R.M. of Chesterfield No. 261 \$25.05 per hour for services and \$0.64/km for mileage.

**CARRIED**

**BYLAW 2021-01 - TAX INCENTIVES AND PENALTIES BYLAW**

**Resolution No. 2021-017**

**Moved By:** Brantford Whittleton

That Bylaw 2021-01, a bylaw to establish property tax incentives and penalties be given first reading.

**CARRIED**

**Resolution No. 2021-018**

**Moved By:** William H. Warrington

That Bylaw 2021-01 be given second reading.

**CARRIED**

**Resolution No. 2021-019**

**Moved By:** Eldon Roesler

That the third reading of Bylaw 2021-01 be permitted at this meeting.

**CARRIED UNANIMOUSLY**

**Resolution No. 2021-020**

**Moved By:** Raymond McKeary

That Bylaw 2021-01, a bylaw to establish property tax incentives and penalties be given third reading and be adopted.

**CARRIED**

**BYLAW 2021-02 - RECORD RETENTION AND DISPOSAL BYLAW**

**Resolution No. 2021-021**

**Moved By:** Clinton Barr

That Bylaw 2021-02, a bylaw to provide for the retention and disposal of documents be given first reading.

**CARRIED**

**Resolution No. 2021-022**

**Moved By:** Barry Noble

That Bylaw 2021-02 be given second reading.

**CARRIED**

**Resolution No. 2021-023**

**Moved By:** Brantford Whittleton

That the third reading of Bylaw 2021-02 be permitted at this meeting.

**CARRIED UNANIMOUSLY**

**Resolution No. 2021-024**

**Moved By:** William H. Warrington

That Bylaw 2021-02, a bylaw to provide for the retention and disposal of documents be given third reading and be adopted.

**CARRIED**

**BYLAW 2021-03 - ADMINISTRATIVE BYLAW**

**Resolution No. 2021-025**

**Moved By:** Eldon Roesler

That Bylaw 2021-03, a bylaw for the establishment of the duties and powers of the Administrator and designated officers be given first reading.

**CARRIED**

**Resolution No. 2021-026**  
**Moved By:** Raymond McKeary

That Bylaw 2021-03 be given second reading.

**CARRIED**

**Resolution No. 2021-027**  
**Moved By:** Clinton Barr

That the third reading of Bylaw 2021-03 be permitted at this meeting.

**CARRIED UNANIMOUSLY**

**Resolution No. 2021-028**  
**Moved By:** Barry Noble

That Bylaw 2021-03, a bylaw for the establishment of the duties and power of the Administrator and designated officers be given third reading and be adopted.

**CARRIED**

**FIDELITY BOND**

**Resolution No. 2021-029**  
**Moved By:** Brantford Whittleton

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 2021.

**CARRIED**

**AUTHORIZE PROCEEDINGS TO REQUEST TITLE**

**Resolution No. 2021-030**  
**Moved By:** William H. Warrington

That we authorize proceedings to request titles due to non-payment of taxes:  
Lot 26 Block 6 Plan G394

**CARRIED**

**2021 BOARD OF REVISION**

**Resolution No. 2021-031**

**Moved By:** Barry Noble

That we retain the services of Gord Krismer & Associates for the municipality's Board of Revision in 2021.

**CARRIED**

**REQUEST TO REMOVE HERITAGE DESIGNATION - HOOSIER UNITED CHURCH**

**Resolution No. 2021-032**

**Moved By:** Raymond McKeary

That we instruct the Administrator to begin the process for the removal of the municipal heritage designation on the Hoosier United Church site located at Block 4 Plan G551.

**CARRIED**

**SASK LOTTERIES - COMMUNITY GRANT PROGRAM - 2022 APPLICATION**

**Resolution No. 2021-033**

**Moved By:** Clinton Barr

That we apply to Saskatchewan Lotteries for the Saskatchewan Lotteries Community Grant Program for 2022 in the amount of \$6.35 per capita.

**CARRIED**

**2021-2022 SASK LOTTERIES FUNDING**

**Resolution No. 2021-034**

**Moved By:** Clinton Barr

That we allocate the 2021-2022 Saskatchewan Lotteries funding to the Hoosier Recreation Board.

**CARRIED**

**2021 DONATIONS**

**Resolution No. 2021-035**

**Moved By:** Brantford Whittleton

That the following donations for 2021 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

Saskatchewan Crime Stoppers

Kindersley District Music Festival

**\$500.00 Donations**

West Central Crisis Centre

Heritage Manor Auxiliary

Prairie Sky Recovery Centre

**\$1,000.00 Donations**

Kindersley Plains Museum

**\$2,000.00 Donations**

Alsask Swimming Pool

**\$5,000 Donations**

KAC Fire Association

Eatonia Oasis Living Inc.

**\$10,000 Donations**

STARS (donation made through SARM)

**CARRIED**

**ACCOUNTS**

**Resolution No. 2021-036**

**Moved By: Clinton Barr**

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

**CARRIED**

**ADJOURN**

**Resolution No. 2021-037**

**Moved By: Raymond McKeary**

That this meeting now adjourn at 9:20 p.m.

**CARRIED**

Reeve

Administrator

Report Date  
2021-01-19 1:47 PM

Rural Municipality of Antelope Park No. 322  
**List of Accounts for Approval**  
As of 2021-01-19  
Batch: 2020-00098 to 2021-00002

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: Bank1 - Main Demand</b>					
Computer Cheques:					
8857	2020-12-30	<b>Pattison Agriculture</b> WO 328308	2009 JD7330 A/C Repairs	5,367.69	5,367.69
8858	2020-12-30	<b>SaskTel</b> Hall 16Dec2020	Internet Bill - Marengo Hall	117.55	117.55
8859	2020-12-30	<b>ScotiaBank Visa</b> Stmt14Dec2020	Fuel Filters Case Tractor	135.69	135.69
8860	2020-12-30	<b>Whittleton, Brantford</b> INDVetCommDec	Indemnity & Mileage- Vet Board	307.90	307.90
8861	2020-12-31	<b>GopherNet High Speed</b> 35304	Shop Internet Plan	77.70	77.70
8862	2020-12-31	<b>Loverna Cemetery Club</b> 18Dec2020	Sale of Plot (Lowe)	100.00	100.00
8863	2020-12-31	<b>MEPP</b> AP1PP2020-25 AP1PP2020-26	Remittance 28 Nov-11 Dec 2020 Remittance 12 - 25 Dec 2020	1,909.42 2,130.76	4,040.18
8864	2021-01-19	<b>All-Net Municipal Solutions</b> 102320	Six Months Support & Updates	2,217.23	2,217.23
8865	2021-01-19	<b>Barr, Clinton</b> 2021 Land Rent	Rental for Gravel Stockpile	200.00	200.00
8866	2021-01-19	<b>Enviroway Detergent Man Inc</b> IN051256	WTP Chemicals	110.25	110.25
8867	2021-01-19	<b>Heather Warrington</b> 1444-10	2021 Dog Tags	46.12	46.12
8868	2021-01-19	<b>Information Services Corp</b> Stmt 31Dec2020	Title Detail	24.00	24.00
8869	2021-01-19	<b>Kindersley &amp; District Co-op</b> 305178	Bulk Fuel - December 2020	1,007.92	1,007.92
8870	2021-01-19	<b>Kindersley &amp; District Health</b> 2021 Donation	Annual Donation (Yr 5 of 5)	30,000.00	30,000.00
8871	2021-01-19	<b>Loraas Environmental Services</b> 0000325463-01	Garbage Bins Hoosier & Loverna	1,050.07	1,050.07
8872	2021-01-19	<b>Loverna Sports Club</b> 2021 Cistern	2021 Grant for Water Cistern	350.00	350.00
8873	2021-01-19	<b>Meridian Surveys Ltd</b> K38624	Survey Gravel Pits	1,768.39	1,768.39
8874	2021-01-19	<b>Minister of Finance</b> FD2021014	Annual Fire Dispatching	170.63	170.63
8875	2021-01-19	<b>Redhead Equipment</b> X47722	Grader Coolant Leak - Travel	607.95	607.95
8876	2021-01-19	<b>RM of Chesterfield No 261</b>			

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**List of Accounts for Approval**

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		2020-00185	Pest Control Contract-December	432.79	
		2020-00187	Pest Control Contract-December	448.09	880.88
8877	2021-01-19	<b>Rural Municipality of Winslow</b>			
		210004	District Dev Appeals Board	60.00	60.00
8878	2021-01-19	<b>SARM</b>			
		PRINT155299	Certificate of Offence Book	41.07	
		PRINT155300	Notice of Violation Bk&Shippin	56.24	
		CAL21322	Calendar Shipping	14.14	
		MEM2021322	2021 SARM Membership	2,596.38	
		BEN113462	2021 Premiums for Benefit Plan	32,729.46	
		LIA21322	Liability Insurance Premium	1,420.00	
		BON210322	Fidelity Bond Renewal	349.80	
		EXC210322	Excess Liability Coverage	978.38	38,185.47
8879	2021-01-19	<b>Sask. Heavy Construction Assoc</b>			
		25170	2021 Membership	446.25	446.25
8880	2021-01-19	<b>Triod Supply</b>			
		133817	Grader and Plow Blades	1,625.04	1,625.04
8881	2021-01-19	<b>Village of Marengo PO</b>			
		370	Pet License Reminder Mailouts	8.44	
		371	Change of Office Hours mailout	13.94	22.38
8882	2021-01-19	<b>West Central Mun. Gov.'t Comm</b>			
		23-2021	2021 Membership	58.50	58.50
8883	2021-01-19	<b>Wheatland Regional Library</b>			
		4272	Library Levy - First Half 2021	500.50	500.50
8884	2021-01-19	<b>Dommett, Gordon</b>			
		19Jan2021IND	Reeve Indemnity & Mileage	239.00	
		19Jan2021Com	Reeve Indemnity & Mileage	233.10	472.10
8885	2021-01-19	<b>Warrington, William</b>			
		19Jan2021IND	Councillor Indemnity & Mileage	229.90	229.90
8886	2021-01-19	<b>Whittleton, Brantford</b>			
		19Jan2021IND	Councillor Indemnity & Mileage	250.70	250.70
8887	2021-01-19	<b>Noble, Barry</b>			
		19Jan2021IND	Councillor Indemnity & Mileage	250.70	250.70
8888	2021-01-19	<b>McKeary, Raymond</b>			
		19Jan2021IND	Councillor Indemnity & Mileage	254.60	254.60
8889	2021-01-19	<b>Roesler, Eldon</b>			
		19Jan2021IND	Councillor Indemnity & Mileage	272.80	272.80
				Total for Bank1:	91,209.09

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Rural Municipality of Antelope Park No. 322

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Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: EFT - Electronic Funds Transfer</b>						
Computer Cheques:						
990391	2020-12-25	<b>Payroll - Scotia EFT</b>				
		BusbyRPP2020-26		Salary, December 12 - 25, 2020	2,648.70	
		ReaCPP2020-26		Salary, 12 - 25 December 2020	870.32	
		EnsorLPP2020-26		Wages, 12-25 December 2020	1,067.62	
		MearsTPP2020-26		Wages, 12-25 December 2020	2,049.28	
		MielkeKP2020-26		Wages, 12-25 December 2020	1,461.31	
		ReaK PP2020-26		S/T Dis Pay, 12-25 Dec 2020	1,885.19	
		ReaCPP2026Adj		Correct payroll 12-25 Dec 2020	590.99	
		EnsorLPP2026Adj		Correct payroll 12-25 Dec 2020	197.30-	
		MearsTPP2026Adj		Correct payroll 12-25 Dec 2020	981.66-	
		MielkeKP2026Adj		Correct payroll 12-25 Dec 2020	587.97	9,982.42
990392	2021-01-08	<b>Minister of Finance</b>				
		SunWest2020-12		EPT Remittance - Dec 2020	22,293.92	22,293.92
990393	2021-01-08	<b>Minister of Finance</b>				
		LivingSky 20-12		EPT Remittance - Dec 2020	21,845.72	21,845.72
990394	2021-01-08	<b>Payroll - Scotia EFT</b>				
		BusbyRPP2021-01		Salary, Dec26 - Jan 8, 2021	2,466.20	
		EnsorLPP2021-01		Wages, 26 Dec - 8 Jan 2021	1,216.13	
		MearsTPP2021-01		Wages, 26 Dec - 8 Jan 2021	1,132.60	
		MielkeKP2021-01		Wages, 26 Dec - 8 Jan 2021	1,879.67	
		ReaCPP2021-01		Salary, 26 Dec - 8 Jan 2021	1,528.78	
		ReaK PP2021-01		S/T Dis Pay, 26Dec-8Jan 2021	1,736.46	9,959.84
990395	2021-01-08	<b>Receiver General for Canada</b>				
		RP0001Remit2012		Remittance RP0001 - Dec 2020	6,602.38	6,602.38
990396	2021-01-08	<b>SaskEnergy</b>				
		HTG 17Dec2020		Hoosier TG	166.22	166.22
990397	2021-01-08	<b>SaskEnergy</b>				
		Shop 17Dec2020		Grader Shop	189.64	189.64
990398	2021-01-08	<b>SMHI</b>				
		Dec 2020		Remittance - Decmber 2020	8,281.61	8,281.61
990399	2021-01-08	<b>Barr, Clinton</b>				
		19Jan2021IND		Councillor Indemnity & Mileage	222.10	222.10
990400	2021-01-14	<b>SaskPower</b>				
		LPH 17Dec2020		Loverna Pump House	22.08	22.08
990401	2021-01-14	<b>SaskPower</b>				
		HTG 17Dec2020		Hoosier TG	66.40	66.40
990402	2021-01-14	<b>SaskPower</b>				
		LSL 17Dec2020		Loverna Street Lights	83.10	83.10
990403	2021-01-14	<b>SaskPower</b>				
		HSL 17Dec2020		Hoosier Street Lights	124.67	124.67
990404	2021-01-14	<b>SaskPower</b>				
		Shop 17Dec2020		Hoosier Grader Shop	360.92	360.92

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Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
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Total for EFT:	80,201.02
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Grand Total:	171,410.11
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