

Rural Municipality of Antelope Park No. 322

Meeting Minutes

January 21st, 2020 - Regular Meeting of Council - 7:00 p.m.

Minutes of the regular meeting of the council of the Rural Municipality of Antelope Park No. 322 held on Tuesday January 21st, 2020 in the municipal council chambers located at 20 1st Avenue North in Marengo, Saskatchewan.

The following council members were in attendance:

Division 1: Clinton Barr

Division 2: William Warrington

Division 3: Brantford Whittleton

Division 4: Barry Noble

Division 5: Raymond McKeary

Division 6: Eldon Roesler

Reeve Gordon Dommett was absent.

The following staff members were in attendance:

Administrator: Robin Busby

CALL TO ORDER

Deputy Reeve Barry Noble called the meeting to order at 6:58 p.m.

Agenda was reviewed by council to be used as a guideline for the meeting.

MINUTES

Resolution No. 2020-001

Moved By: Clinton Barr

That the minutes from the meeting held on December 12th, 2019 be approved as circulated.

CARRIED

Resolution No.2020-002

Moved By: Brantford Whittleton

That the minutes from the special meeting of council held on December 19, 2019 be approved as circulated.

CARRIED

7:00 p.m. to 7:19 p.m - Colleen Fennig attended the meeting to discuss any potential concerns or issues with weeds or pests.

HIGHWAY 317 PROJECT COMMITTEE

Resolution No. 2020-003

Moved By: William H. Warrington

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

December 12th, 2019 Committee Meeting

December 18th, 2019 Committee Meeting

CARRIED

7:25 p.m. to 7:47 p.m. - Kevin Rea attended the meeting to discuss the break in at the RM shop, gravel hauling, snow removal, tree removal, weigh scale, and well and pump in Loverna.

JOINT ADMINISTRATION

Resolution No. 2020-004

Moved By: Clinton Barr

That the following salary increases and purchases for the municipal office, and other items be approved effective January 1st, 2020:

Increase Lisa Ensor's wage from \$18.00 per hour to \$18.55 per hour;

Increase Trina Mears' wage from \$24.75 per hour to \$25.50 per hour;

Increase Candace Dueck's salary from \$54,000 per year to \$55,620 per year;

Increase Robin Busby's salary from \$102,827 per year to \$107,600 per year;

Increase Tracy Clow's janitorial contract from \$5,760.00 to \$5,940.00 per year;

Repair the furnace chimney on the municipal office building;

Purchase a NAMS.Plus Subscription in the amount of \$640.00 plus taxes in 2020;

Instruct the Administrator to investigate accessibility options for the municipal office and provide a recommendation to the municipal councils before the Joint Administration meeting in 2020;

Authorize Candace Dueck and Trina Mears to attend the 2020 Munisoft Conference in Regina from September 15th to 17th, 2020 at an estimated cost of \$2,390.00;

That the following percentages for municipal building maintenance, building expenses, and administration capital purchases and software be implemented on January 1st, 2020:

Rural Municipality of Antelope Park No. 322 47%

Rural Municipality of Milton No. 292 47%

Village of Marengo 6%

CARRIED

JOINT ADMINISTRATION AGREEMENT

Resolution No. 2020-005

Moved By: William H. Warrington

That we ratify the Joint Administration Agreement attached hereto and forming part of these minutes and append it to Bylaw 1-2009.

CARRIED

REPORTS

Resolution No. 2020-006

Moved By: Brantford Whittleton

That the following board reports be filed for future reference:

Kindersley & District Plains Museum
Agricultural Producers Association of Saskatchewan
West Central Municipal Government Committee
Kindersley Medical Arts
Major & District Fire Board
Joint Administration Committee Meeting - December 19th, 2019
2019 Annual Weed Inspector Report

CARRIED

REVENUE AND EXPENSES

Resolution No. 2020-007

Moved By: Eldon Roesler

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

CARRIED

HUDSON BAY ROUTE ASSOCIATION - 2020 MEMBERSHIP

Resolution No. 2020-008

Moved By: William H. Warrington

That we become members of the Hudson Bay Route Association in 2020 and a pay a membership fee of \$300.00.

CARRIED

CORRESPONDENCE

Resolution No. 2020-009

Moved By: William H. Warrington

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

Saskatchewan Association of Rural Municipalities

2020 Resolution Deadline

Elections During SARM Annual Convention

2020 Membership Fees

PHO Quarterly - January 2020

Division 6 Update

Weekly Policy Bulletin - December 17, 2019

Weekly Policy Bulletin - December 31, 2019

Weekly Policy Bulletin - January 7, 2020

Weekly Policy Bulletin - January 14, 2020

Ministry of Government Relations

December 2019 Municipalities Today

January 2020 Municipalities Today

Investing in Canada Infrastructure Program (ICIP) - Application Intake

Community Planning - Approval of Prairie West District Plan

Ministry of Agriculture

Updated Clubroot Distribution Map

Saskatchewan Municipal Hail Insurance Association (SMHI)

2019 Yearly Summary

Rural Municipality of Kindersley No. 290

West Central Abilities Proposed Building Project

West Central Municipal Government Committee (WCMGC)

2020 Membership Letter

Hudson Bay Route Association

2020 Membership

Canadian Public Works Association - Saskatchewan Chapter

2020 Convention

Major Recreation Board

Saskatchewan Lotteries Grant Allocation

Heritage Manor Auxiliary

Christmas Newsletter 2019

CARRIED

FIDELITY BOND

Resolution No. 2020-010

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 2020.

CARRIED

SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM

Resolution No. 2020-011

Moved By: Clinton Barr

That we apply to Saskatchewan Lotteries for the Saskatchewan Lotteries Community Grant Program for 2021 in the amount of \$6.35 per capita.

CARRIED

ALLOWANCE FOR UNCOLLECTIBLE RECEIVABLES AND TAXES

Resolution No. 2020-012

Moved By: William H. Warrington

That we make the following changes for the allowance of uncollectible amounts effective December 31st, 2019:

Account 1138 decrease from \$4,161.79 to \$1,769.81

Account 1436 decrease from \$1,548.26 to \$1,000.00

CARRIED

POLICY MANUAL - MISSION STATEMENT

Resolution No. 2020-013

Moved By: Clinton Barr

That the following mission statement be approved for the Rural Municipality of Antelope Park No. 322 and it shall be included in the municipality's policy manual.

"Our mission is to maintain and enhance the economic, cultural and social well-being of our ratepayers. We accomplish our mission by providing services to the public which cannot feasibly be achieved individually such as transportation, protective, environmental, public health, welfare, economic development, recreational and cultural services for the benefit of the public as a whole."

CARRIED

2020 DONATIONS

Resolution No. 2020-014

Moved By: Raymond McKeary

That the following donations for 2020 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
Leipzig Serenity Retreat *Prairie Sky Recovery Centre Inc.*

\$1,000.00 Donations

Kindersley Plains Museum

\$2,000.00 Donations

Alsask Swimming Pool

\$5,000 Donations

KAC Fire Association

\$10,000 Donations

STARS (donation made through SARM)

CARRIED

BYLAW 2020-01 - A BYLAW TO REPEAL CERTAIN BYLAWS

Resolution No. 2020-015

Moved By: William H. Warrington

That Bylaw 2020-01, a bylaw to repeal certain bylaws be given first reading.

CARRIED

Resolution No. 2020-016

Moved By: Eldon Roesler

That Bylaw 2020-01, be given second reading.

CARRIED

Resolution No. 2020-017

Moved By: Raymond McKeary

That the third reading of Bylaw 2020-01 be permitted at this meeting.

CARRIED UNANIMOUSLY

Resolution No. 2020-018

Moved By: Clinton Barr

That Bylaw 2020-01 be given third reading and be adopted.

CARRIED

HIGHWAY 317 ROUTE CHANGE PROPOSAL

Resolution No. 2020-019

Moved By: Clinton Barr

That we request that the Ministry of Highways and Infrastructure change the current route of Highway 317 as per the map hereto and forming part of these minutes and that we instruct the Administrator to draft a proposal to the Ministry requesting the route change and include information from adjacent landowners, affected businesses and documentation from the engineering firm Wood Environmental and Infrastructure supporting the route change.

CARRIED

ROYAL CANADIAN LEGION - FLAXCOMBE BRANCH NO. 98

Resolution No. 2020-020

Moved By: Brantford Whittleton

That we accept the donation of a listing of the fallen soldiers from the Royal Canadian Legion Flaxcombe Branch No. 98 and that the Rural Municipality of Antelope Park No. 322 agrees to post the listing in the joint municipal office; subject to the Rural Municipality of Milton No. 292, and the Village of Marengo also agreeing to the posting.

CARRIED

CANCEL CHEQUE NO. 8493

Resolution No. 2020-021

Moved By: Clinton Barr

That the following cheque be cancelled as it contained a duplicate payment for an adjustment to the SARM Midterm indemnity payment:

Cheque #8493 for \$1,217.00 dated December 12th, 2019 payable to William Warrington

CARRIED

CANCEL CHEQUE NO. 8496

Resolution No. 2020-022

Moved By: William H. Warrington

That the following cheque be cancelled as council member Raymond McKeary was unable to attend the December 12th, 2019 meeting of council:

Cheque #8496 for \$254.60 dated December 12th, 2019 payable to Raymond McKeary

CARRIED

2020 CUSTOM WORK RATES

Resolution No. 2020-023

Moved By: Eldon Roesler

That the municipal custom work (machine & operator) rates for 2020 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	

SCRAPER BLADES

Resolution No. 2020-024

Moved By: Brantford Whittleton

That we sell the 16 front scraper blades and the 4 wear blades to John Skorobohach in the amount of \$100.00 per blade; deadline for pickup of the blades to be February 28th, 2020; payment to be received in full via cash or certified cheque before blades can be picked up; blades sold in "as-is" and "where-is" condition.

CARRIED

2020 GRAVEL SPREADING

Resolution No. 2020-025

Moved By: Clinton Barr

That we contract C. Fischer Trucking Ltd. to conduct the gravel spreading for the municipality in 2020 for all municipal roads at a rate of \$6.90 per cubic yard.

CARRIED

PEST CONTROL OFFICER AND WEED INSPECTOR

Resolution No. 2020-026

Moved By: William H. Warrington

That we appoint Gordon Roesch as the municipality's Pest Control Officer and Weed Inspector and that we agree to pay the R.M. of Chesterfield No. 261 \$24.56 per hour for services and \$0.64/km for mileage.

CARRIED

ASSIGNMENT OF GRAVEL LEASES - LEASE 363251 AND 378422

Resolution No. 2020-027

Moved By: William H. Warrington

That we make an application with the Ministry of Agriculture for the assignment of the following gravel leases for a term of twenty one (21) years to the RM of Antelope Park No. 322 with the understanding that the Ministry of Highways and Infrastructure has the right of first refusal on the assignment:

Lease 363251 located within NE 3-32-27W3 and expires December 31, 2019

Lease 378422 located within SW 10-32-27W3 and expires December 31, 2020

CARRIED

SASKPOWER POWER LINE INSTALLATION 01-14-33-27W3

Resolution No. 2020-028

Moved By: Eldon Roesler

That we purchase land from landowners to increase the right of way on the following quarters from a 66 foot right of way to a 100 foot right of way to prepare for future road construction:

SE 13-33-27W3

SW 13-33-27W3

SE 14-33-27W3

SW 14-33-27W3

SE 15-33-27W3

SW 15-33-27W3

NE 10-33-27W3

NW 10-33-27W3

NE 11-33-27W3

NW 11-33-27W3

NE 12-33-27W3

NW 12-33-27W3

CARRIED

KINDERSLEY & DISTRICT COOP - HOOSIER CARDLOCK AND BULK PLANT REPLACEMENT

Resolution No. 2020-029

Moved By: Brantford Whittleton

That we acknowledge receipt of the detailed scope and work report for the replacement of the cardlock and bulk plant in Hoosier on Parcel 5 Plan G551.

CARRIED

ACCOUNTS

Resolution No. 2020-030

Moved By: Eldon Roesler

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

CARRIED

ADJOURN

Resolution No. 2020-031

Moved By: Raymond McKeary

That this meeting now adjourn at 9:45 p.m.

CARRIED



Reeve



Administrator

Report Date
21/01/2020 1:42 PM

List of Accounts for Approval

As of 21/01/2020

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Batch: 2019-00089 to 2020-00002

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: Bank1 - Main Demand					
Computer Cheques:					
8498	19/12/2019	MacLean, Berton OvrPmt '19Taxes	Refund Overpayment 2019 taxes	260.72	260.72
8499	19/12/2019	Tisdale's Sales & Service Ltd. RT33141	Replace 2008 F150 Keys	235.37	235.37
8500	19/12/2019	Warrington, William INDAdj19Nov2019 12Dec2019 Mtg RevINDAdj19Nov	Indemnity, Adjust Midterm Conv Councillor Indemnity & Mileage Reverse Midterm Conv Duplicate	300.00 917.00 300.00-	917.00
8501	31/12/2019	Enviroway Detergent Man Inc IN042320	WTP Chemicals	109.20	109.20
8502	31/12/2019	MEPP 2019PP25 2019PP26	Remittance 30 Nov -13 Dec 2019 Remittance 14 - 27 Dec 2019	2,602.64 2,157.56	4,760.20
8503	31/12/2019	Redhead Equipment P19911 P25039	Grader Beacon Light plus S/H Warranty credit - Beacon Light	398.58 372.33-	26.25
8504	31/12/2019	ScotiaBank VISA Stmt 13Dec2019	Convention Rooms	662.25	662.25
8505	31/12/2019	ScotiaBank Visa Stmt13Dec2019	Shop Supplies	665.97	665.97
8506	31/12/2019	Kindersley Glass 2010 Ltd 21792	Shop Door Repair/Replacements	1,269.84	1,269.84
8507	31/12/2019	Meridian Surveys Ltd K37906	Register Road #2018-05 K18478	13,813.99	13,813.99
8508	13/01/2020	APAS 30379	2020 Membership less Discount	4,032.94	4,032.94
8509	13/01/2020	Federation Cdn Municipalities ORD30870B4N5B6	2020-2021 Membership	110.00	110.00
8510	13/01/2020	Kindersley Dist Music Festival 2020 Donation	2020 Donation	200.00	200.00
8511	13/01/2020	Waste Management Corporation 0862390-0646-2 0862389-0646-4	Garbage Bins-Loverna Garbage Bins-Hoosier Final	86.94 258.07	345.01
8512	13/01/2020	Wood Enviro. & Infrastructure C26424131	Hwy 317 Soil Tests & Eng Serv	48,936.85	48,936.85
8513	21/01/2020	All-Net Municipal Solutions 101638	Six Months Support & Updates	2,217.23	2,217.23
8514	21/01/2020	Barr, Clinton 2020 Land Rent	Rental for Gravel Stockpile	200.00	200.00
8515	21/01/2020	Kindersley & District Co-op #4631 6Dec2019	Ice Melt	12.20	

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		281478	Cardlock Fuel - Dec 2019	70.11	82.31
8516	21/01/2020	Kindersley & District Health			
		2020 Donation	Annual Donation (Yr 4 of 5)	30,000.00	30,000.00
8517	21/01/2020	Loverna Sports Club			
		2020 Cistern	2020 Grant for Water Cistern	350.00	350.00
8518	21/01/2020	Major & District Fire Board			
		2020-02	2020 Fire Services Levy	10,000.00	10,000.00
8519	21/01/2020	SARM			
		PRINT19900	Offence and Violation Books	82.14	
		LIA20322	Liability Insurance Premium	1,382.74	
		MEM20322	2020 SARM Membership	2,656.94	
		EXC200322	Excess Liability Coverage	978.38	
		BEN108096	2020 Premiums for Benefit Plan	31,133.52	
		BON200322	Fidelity Bond Renewal	132.50	36,366.22
8520	21/01/2020	Sask. Heavy Construction Assoc			
		24833	2020 Membership	446.25	446.25
8521	21/01/2020	West Central Mun. Gov.'t Comm			
		23-2020	2020 Membership	58.50	58.50
8522	21/01/2020	Wheatland Regional Library			
		4056	Library Levy - First Half 2020	500.50	500.50
8523	21/01/2020	Warrington, William			
		IND Jan 2020	Councillor Indemnity & Mileage	229.90	229.90
8524	21/01/2020	Whittleton, Brantford			
		IND Jan 2020	Councillor Indemnity & Mileage	250.70	250.70
8525	21/01/2020	Noble, Barry			
		21Jan2020Mtg	Councillor Indemnity & Mileage	450.70	450.70
8526	21/01/2020	McKeary, Raymond			
		Jan 2020 Mtg	Councillor Indemnity & Mileage	254.60	254.60
8527	21/01/2020	Roesler, Eldon			
		Jan 2020 Mtg	Councillor Indemnity & Mileage	272.80	272.80
				Total for Bank1:	158,025.30

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List of Accounts for Approval
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: EFT - Electronic Funds Transfer					
Computer Cheques:					
990200	13/12/2019	Payroll - Scotia EFT			
		BusbyR PP1925	Salary, 30 Nov - 13 Dec 2019	2,563.86	
		DueckC PP1925	Salary, 30 Nov - 13 Dec 2019	1,484.44	
		EnsorL PP1925	Wages, 30 Nov - 13 Dec 2019	1,095.79	
		MearsT PP1925	Wages, 30 Nov - 13 Dec 2019	1,081.22	
		MielkeK PP1925	Wages, 30 Nov - 13 Dec 2019	1,816.34	
		ReaK PP1925	Wages, 30 Nov - 13 Dec 2019	2,075.06	10,116.71
990201	13/12/2019	SaskEnergy			
		HTG 20Nov2019	Hoosier TG	141.19	141.19
990202	13/12/2019	SaskEnergy			
		Shop 20Nov2019	Grader Shop	221.06	221.06
990203	16/12/2019	SaskPower			
		LSL 20Nov2019	Loverna Street Lights	87.42	87.42
990204	16/12/2019	SaskPower			
		LPH 20Nov2019	Loverna Pump House	95.90	95.90
990205	16/12/2019	SaskPower			
		HSL 20Nov2019	Hoosier Street Lights	131.14	131.14
990206	16/12/2019	SaskPower			
		Shop 20Nov2019	Hoosier Grader Shop	141.41	141.41
990207	16/12/2019	SaskPower			
		HTG 20Nov2019	Hoosier TG	149.77	149.77
990208	27/12/2019	Payroll - Scotia EFT			
		BusbyR PP1926	Salary, 14 - 27 Dec 2019	2,523.86	
		DueckC PP1926	Salary, 14 - 27 Dec 2019	1,467.48	
		EnsorL PP1926	Wages, 14 - 27 Dec 2019	807.11	
		MearsT PP1926	Wages, 14 - 27 Dec 2019	759.12	
		MielkeK PP1926	Wages, 14 - 27 Dec 2019	1,553.43	
		ReaK PP1926	Wages, 14 - 27 Dec 2019	1,336.06	8,447.06
990209	30/12/2019	SaskTel			
		Bill 16Dec2019	Internet Bill	73.43	73.43
990210	06/01/2020	SMHI			
		December 2019	Remittance - December 2019	11,420.23	11,420.23
990211	07/01/2020	Minister of Finance			
		Dec2019SunWest	EPT Remittance - Dec 2019	7,470.79	7,470.79
990212	07/01/2020	Minister of Finance			
		Dec2019Living	EPT Remittance - Dec 2019	6,969.05	6,969.05
990213	07/01/2020	Receiver General for Canada			
		RP0002 201912	Remittance RP0002 - Dec 2019	57.82	57.82
990214	07/01/2020	Receiver General for Canada			
		RP0001 201912	Remittance RP0001 - Dec 2019	6,496.95	6,496.95
990215	10/01/2020	Payroll - Scotia EFT			
		BusbyRPP2020-01	Salary, 28Dec2019 - 10Jan2020	2,407.73	

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		DueckCPP2020-01	Salary, 28Dec2019 - 10Jan2020	1,495.96	
		EnsorLPP2020-01	Wages, 28 Dec 2019-10 Jan 2020	1,109.70	
		MearsTPP2020-01	Wages, 28 Dec 2019-10 Jan 2020	1,102.25	
		MielkeKP2020-01	Wages, 28 Dec 2019-10 Jan 2020	1,678.85	
		ReaK PP2020-01	Wages, 28 Dec 2019-10 Jan 2020	1,480.39	9,274.88
990216	10/01/2020	SaskEnergy			
		HTG 18Dec2019	Hoosier TG	149.17	149.17
990217	10/01/2020	SaskEnergy			
		Shop 18Dec2019	Grader Shop	178.66	178.66
990218	14/01/2020	SaskPower			
		Shop 18Dec2019	Hoosier Grader Shop	103.42	103.42
990219	14/01/2020	SaskPower			
		LSL 18Dec2019	Loverna Street Lights	87.42	87.42
990220	14/01/2020	SaskPower			
		HSL 18Dec2019	Hoosier Street Lights	131.14	131.14
990221	22/01/2020	Barr, Clinton			
		Jan 2020	Councillor Indemnity & Mileage	511.16	511.16
				Total for EFT:	62,455.78
				Grand Total:	220,481.08

**RURAL MUNICIPALITY OF MILTON NO. 292
& RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322
HIGHWAY 317 PROJECT COMMITTEE
TUESDAY DECEMBER 12TH, 2019**

Minutes of a meeting of Highway 317 Project Committee for the R.M. of Antelope Park No. 322, R.M. of Milton No. 292, held on Thursday December 12th, 2019 in the municipal council chambers located at 20 1st Avenue North in the municipal council chambers, Marengo, Saskatchewan.

CALL TO ORDER

Chairperson David Bond called the meeting to order at 1:02 p.m. with the following in attendance:

David Bond	Reeve, R.M of Milton No. 292
Adrian Boisvert	Council member, R.M. of Milton No. 292
James Loken	Council member, R.M. of Milton No. 292
Gordon Dommett	Reeve, R.M. of Antelope Park No. 322
Barry Noble	Council member, R.M. of Antelope Park No. 322

Robin Busby Administrator, RM of Antelope Park No. 322 and RM of Milton No. 292

Clinton Barr, council member, R.M. of Antelope Park No. 322 was absent.

AGENDA


2019-043 JAMES LOKEN – That the agenda be adopted as circulated.
CARRIED


MINUTES

2019-044 GORDON DOMMETT – That the minutes of the meeting held on December 10th, 2019 be approved as circulated.
CARRIED

ADJOURN

2019-045 JAMES LOKEN – That this meeting now adjourn at 2:31 p.m.
CARRIED


Robin Busby - Administrator


David Bond - Chairperson

**.RURAL MUNICIPALITY OF MILTON NO. 292
& RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322
HIGHWAY 317 PROJECT COMMITTEE
WEDNESDAY DECEMBER 18TH, 2019**

Minutes of a meeting of Highway 317 Project Committee for the R.M. of Antelope Park No. 322, R.M. of Milton No. 292, held on Wednesday December 18th, 2019 in the municipal council chambers located at 20 1st Avenue North in the municipal council chambers, Marengo, Saskatchewan.

CALL TO ORDER

Chairperson Gordon Dommett called the meeting to order at 6:04 p.m. with the following in attendance:

David Bond	Reeve, R.M of Milton No. 292
Adrian Boisvert	Council member, R.M. of Milton No. 292
Gordon Dommett	Reeve, R.M. of Antelope Park No. 322
Clinton Barr	Council member, R.M. of Antelope Park No. 322
Robin Busby	Administrator, RM of Antelope Park No. 322 and RM of Milton No. 292

1 guest attended the meeting.

AGENDA

2019-046 ADRIAN BOISVERT – That the agenda be adopted as circulated.
CARRIED

MINUTES

2019-047 DAVID BOND – That the minutes of the meeting held on December 12th, 2019 be approved as circulated.
CARRIED

GRAVEL TENDER

2019-048 CLINTON BARR – That after review of the tenders received, that we recommend that the councils of the R.M. of Milton No. 292 and the R.M. of Antelope Park No. 322 award the tender to JDL Underground Ltd. for the supply and stockpile of 17,500 of the Type 103 gravel (Bid Items 1 and 4) and 24,150 cubic metres of Type 106 gravel (Bid Items 2 and 3); total amount of the tender award for Bid Items 1-4 and 7 in the amount of \$2,043,850.00 the municipalities exercise the conditions in Provision 1300.3 of the Standard Specifications Manual provided by the Ministry of Highways and Infrastructure, allowing for the reduction of the final quantities within 20% on the Type 106 gravel and the mobilization bid item based on the information received from the contractor.

CARRIED

ADJOURN

2019-049

ADRIAN BOISVERT – That this meeting now adjourn at 6:41 p.m.

CARRIED

[REDACTED]

Robin Busby - Administrator

[REDACTED]

Gordon Dommett - Chairperson

MEMORANDUM OF AGREEMENT MADE IN TRIPLICATE, 19th day of December, 2019:

B E T W E E N:

The Rural Municipality of Milton No. 292
and
The Rural Municipality of Antelope Park No. 322
Saskatchewan Rural Municipalities
and
The Village of Marengo
Saskatchewan Urban Municipality

The councils of the rural municipalities and the urban municipality (the municipalities) agree as follows:

1. The councils of the municipalities comprise a Joint Administration Board to oversee the operation of this agreement;

JOINT COSTS

2. The municipalities agree to share administrative costs, including salaries and benefits, administrative convention and travel costs, office utilities, telephone, postage, stationery, miscellaneous office costs, and office equipment costs, on the following basis:

Rural Municipality of Milton No. 292	35.5%
Rural Municipality of Milton No. 292 (Alsask Division 7)	23.0 %
Rural Municipality of Antelope Park No. 322	35.5%
Village of Marengo	6.0%
3. The rural municipalities agree to make all expenditures in connection with providing the joint office and agree to present an accounting of expenditures annually or as otherwise required; the urban municipality agrees to reimburse the rural municipalities, and the rural municipalities agree to equalize their expenditure, by the end of each fiscal year;
4. The municipalities agree to share building maintenance, building expenses municipal building capital purchases and municipal software on the following basis:

Rural Municipality of Milton No. 292	47.0%
Rural Municipality of Antelope Park No. 322	47.0%
Village of Marengo	6.0%

PERSONNEL POLICY

5. Statutory duties as well as those assigned by the municipalities are the responsibility of the administrator who is appointed by each municipality to the position; supervision of the office and delegation of tasks are the responsibilities of the administrator.
6. Full time annual administrative employees are required to report for work 40 hours per week and may work a maximum of 8 hours per day;
7. The Administrator who is required to attend evening meetings or committee meetings of Rural Municipal Councils is entitled to 12 days off per year; evening village council meetings are classified as ordinary duties and no equivalent time off is allowed




Continued.....

8. Assistant Administrative and casual administrative employees who are required to attend evening committee or council meetings are entitled to equivalent paid time off work;
9. Administrative employees annual holidays are granted as follows 1-9 years – 3 weeks, 10 years – 4 weeks, 15 years – 5 weeks, 20 years – 6 weeks, the years being portable from one municipality to another;
10. Annual salaried administrative employees may bank or accumulate a maximum of 10 days holidays over year end, but must be used by March 31st of that same year;
11. Annual salaried administrative hourly paid employees are entitled to 1.5 paid medical days per month, with a maximum of 18 days in any 12-month period; there is no provision for *banking* of unused medical days.
12. The municipalities adopt an ongoing policy authorizing the administrator to attend conventions and seminars as part of the duties of office, as required by the Urban and Rural Municipal Administrators' Associations of Saskatchewan; hotel room costs, meals, registration fees, and mileage allowance at rate to be determined at the annual joint meeting for the following year;
13. The administrator's annual professional association membership fees will be paid by the employers;
14. The Rural Municipalities shall insure employees under the SARM short-term disability benefits plan (which pays 80% of insured earnings after 7 continuous days of illness or disability) and under the mandatory SARM group life insurance plan, premiums for such insurance shall be paid by the municipalities;
15. The Rural Municipalities shall insure employees who are obliged as members of the Rural Municipal Administrators Association of Saskatchewan (or who may otherwise choose to be insured) to maintain group insurance under the SARM long-term disability benefits plan; premiums for such insurance shall be paid by the municipalities according to SARM's policies, and be reimbursed to the municipalities by the employees;
16. Health and Dental and Group Life Insurance coverage offered to other municipal employees shall also be offered to administrative employees, with the employer paying part of premiums on the same basis as is provided to other municipal employees;
17. Administrative employees be granted five – eight hour paid days for bereavement due to the death of immediate family, paid days off to be taken within the period commencing one week before and ending one week after the funeral; the definition of "immediate family" as taken from the *The Labour Standards Act* is as follows:
"Immediate family means a spouse, parent, grandparent, child, brother or sister of an employee or of a spouse."

COMMITTEE ADMINISTRATION

18. Meetings of the Joint Administration Board shall be held as required, with one annual meeting each December to be held on any date as may be selected; advance notice shall be provided to members.
19. Voting at Joint Administration meetings shall be by 3 voting delegates from each R.M. Council and 1 voting delegate for the Village Council.
20. The terms of the agreement shall be open to negotiation at the annual meeting, and new or revised agreements may be substituted from time to time; each municipality must individually ratify new agreements and append them to their bylaws, by resolutions adopted at municipal council meetings.
21. Dissolution of the agreement, due to a member wishing to withdraw, or due to a majority of members wishing to expel a member, requires twelve months advance notice.
22. This agreement replaces previous agreements (January, 1996 inter-municipal agreement, as amended in 1997, 2000, 2003, 2006, 2009, 2011, 2012, 2016, 2018) and continues.




Agreed by the municipalities on the dates shown:

Rural Municipality of Milton No. 292
 [SEAL]  Reeve
 Administrator

Appended to and forming part of Bylaw 2/2009, by
 resolution of council January 8th, 2020

Rural Municipality of Antelope Park No. 322
 [SEAL]  Reeve
 Administrator

Appended to and forming part of Bylaw 1-2009, by
 resolution of council January 21st, 2020

Village of Marengo
 [SEAL]  Mayor
 Administrator

Appended to and forming part of Bylaw 2009-03, by
 resolution of council January 28th, 2020

RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322
BYLAW NO. 2020-01

A BYLAW TO REPEAL CERTAIN BYLAWS

The Council for the Rural Municipality of Antelope Park No. 322 in the Province of Saskatchewan enacts as follows:

1. The following bylaws are hereby repealed:

<u>Bylaw#</u>	<u>Date Adopted</u>	<u>Subject Matter</u>
No. 167	May 24, 1962	Permits for Overweight
2019-02	February 19, 2019	A Bylaw to Repeal Certain Bylaws

SEAL




REEVE


ADMINISTRATOR

Read a third time and adopted
this 21 day of January, 2019


Administrator



R.M. of Antelope Park No. 322
January 21, 2020 - Regular Meeting of Council - 07:00 PM

- 1 Call to order**
 - 🔗 2020-01-21 RM 322 Delegation
- 2 Review of Agenda**
- 3 Approval of 2019-12-12 RM 322 Minutes**
 - 🔗 2019-12-12 RM 322 Minutes
- 4 Approval of 2019-12-19 RM 322 Special Meeting Minutes**
 - 🔗 2019-12-19 RM 322 Special Meeting Minutes
- 5 Highway 317 Project Committee**
 - 🔗 2019-12-12 Highway 317 Project Committee
 - 🔗 2019-12-18 Highway 317 Project Committee
- 6 Joint Administration**
 - 🔗 Joint Administration Meeting Minutes 2019-12-19
- 7 Joint Administration Agreement**
- 8 Reports**
 - 🔗 2019 RM 322 Annual Weed Inspector Report
- 9 Revenue and Expenses**
 - 🔗 Revenue and Expenses - December 2019
- 10 HBRA - 2020 Membership**
- 11 Correspondence**
 - 🔗 SARM - 2020 Resolution Deadline
 - 🔗 SARM - Elections during SARM Annual Convention
 - 🔗 SARM - 2020 Membership Fees
 - 🔗 SARM - PHO Quarterly - January 2020
 - 🔗 SARM - Division 6 Update
 - 🔗 SARM - Weekly Policy Bulletin - December 17, 2019
 - 🔗 SARM - Weekly Policy Bulletin - December 31, 2019
 - 🔗 SARM - Weekly Policy Bulletin - January 7, 2020

- ✍ SARM - Weekly Policy Bulletin - January 14, 2020
- ✍ Ministry of Government Relations - December 2019 Municipalities Today
- ✍ Ministry of Government Relations - January 2020 Municipalities Today
- ✍ Ministry of Government Relations - Investing in Canada Infrastructure Program (ICIP) - Application Intake
- ✍ Ministry of Government Relations - Community Planning - Approval of Prairie West District Plan
- ✍ Ministry of Agriculture - Updated Clubroot Distribution Map
- ✍ SMHI - 2019 Yearly Summary
- ✍ Rural Municipality of Kindersley No. 290 - West Central Abilities Proposed Building Project
- ✍ West Central Municipal Government Committee (WCMGC) - 2020 Membership Letter
- ✍ Hudson Bay Route Association - 2020 Membership
- ✍ Canadian Public Work Association (CPWA) - SK Chapter - 2020 Convention
- ✍ Major Recreation Board - Sask Lotteries Grant Allocation
- ✍ Heritage Manor Auxiliary - Christmas Newsletter 2019
- 12 Fidelity Bond**
- 13 Saskatchewan Lotteries Community Grant Program**
- 14 Allowance for Uncollectible Receivables and Taxes**
- 15 Policy Manual - Mission Statement**
- 16 2020 Donations**
- 17 2020-01 - A Bylaw to Repeal Certain Bylaws - 1st Reading**
 - ✍ 2020-01 - A Bylaw to Repeal Certain Bylaws
- 18 Bylaw 2020-01 - A Bylaw to Repeal Certain Bylaws - Second Reading**
- 19 Bylaw 2020-01 - A Bylaw to Repeal Certain Bylaws - Allow for Third Reading**
- 20 Bylaw 2020-01 - A Bylaw to Repeal Certain Bylaws - Third Reading**
- 21 Highway 317 Route Change Proposal**
- 22 Highway 317 Open House - February 5, 2020 7:00 p.m. - Hoosier Valley Rec Centre**
- 23 SARM Annual Convention - March 9-12, 2020 Regina, SK**
- 24 Royal Canadian Legion - Flaxcombe Branch No. 98**
- 25 Cancel Cheque No. 8493**
- 26 Cancel Cheque No. 8496**
- 27 2020 Custom Work Rates**

- 28 **Update on Insurance Claims**
- 29 **2020 Board of Revision for RM of Milton No. 292 - Members**
- 30 **2020 Development Appeals Board - RM of Milton No. 292 - Members**
- 31 **2020 Spring Ratepayer's Meeting**
- 32 **Scraper Blades**
- 33 **2019 Gravel Inventory**
- 34 **2020 Gravel Spreading**
- 35 **2020 Road Construction**
- 36 **Pest Control Officer and Weed Inspector**
- 37 **Upcoming Gravel Lease Expirations - SW 10-32-27W3**
- 38 **SaskPower Power Line Installation 01-14-33-27W3**
- 39 **Loverna Tax Levy and Expenses - 2019**
- 40 **Well Replacement in Loverna**
- 41 **Kindersley & District Coop - Hoosier Cardlock and Bulk Plant Replacement**
- 42 **Date of Next Meeting - February 18, 2020**
- 43 **Accounts**
 - 📎 Accounts up to January 21, 2020
- 44 **Adjourn**

R.M. of Antelope Park No. 322
Tuesday January 21st, 2020 at 7:00 p.m.

7:10 p.m. - Colleen Fennig - SARM Division 6 Plant Health Officer

7:30 p.m. - Kevin Rea