

Rural Municipality of Antelope Park No. 322

Meeting Minutes

March 29th, 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 March 29th, 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 1: Joel Hamm

Division 2: William Warrington

Division 3: Brantford Whittleton

Division 4: Barry Noble

Division 5: Raymond McKeary

Division 6: Eldon Roesler

The following staff members were in attendance:

Administrator: Robin Busby

CALL TO ORDER

Reeve Clinton Barr called the meeting to order at 7:12 p.m.

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

MINUTES

Resolution No. 2022-058

Moved By: Brantford Whittleton

That the minutes from the meeting held on February 15th, 2022 be approved as circulated.

CARRIED

REPORTS

Resolution No. 2022-059

Moved By: William H. Warrington

That the following board reports be filed for future reference:

Kindersley & District Plains Museum

West Central Municipal Government Committee

Major & District Fire Board

SARM Annual Convention – March 15-17, 2022

PCO Inspection Report

CARRIED

7:25 a.m. to 7:56 a.m. - Ken Mielke attended the meeting to discuss grading of roads, safety training, graveling of roads, DEF fluid storage, angle blade pricing, muster points, and fire extinguishers.

FINANCIAL REPORTS

Resolution No. 2022-060

Moved By: Barry Noble

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

CARRIED

CORRESPONDENCE

Resolution No. 2022-061

Moved By: Joel Hamm

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

Saskatchewan Association of Rural Municipalities (SARM)

Weekly Policy Bulletin - February 15, 2022

Weekly Policy Bulletin - February 22, 2022

Weekly Policy Bulletin - March 1, 2022

Weekly Policy Bulletin - March 8, 2022

Weekly Policy Bulletin - March 22, 2022

News Release – The end game for Saskatchewan wild boar

News Release - Looking for volunteers for Rural Crime Watch

News Release - SARM support for VIDO's effort on response to infectious disease

News Release – Sask Lander Platform

Information - SARM stands with Ukraine

Ministry of Government Relations

Ministry of Government Relations - February 2022 Municipalities Today

Ministry of Government Relations - March 2022 Municipalities Today

Saskatchewan Assessment Management Agency (SAMA)

SAMA - 2022 Annual Meeting Brochure and Registration

The Agricultural Health and Safety Network

Fostering Resiliency in Agriculture

CARRIED

AGRICULTURE IN THE CLASSROOM - SPONSORSHIP/MEMBERSHIP REQUEST

Resolution No. 2022-062

Moved By: Joel Hamm

That we acknowledge the receipt of a sponsorship/membership from Agriculture in the Classroom (Sask) Inc. and that we donate \$250.00 in 2022.

CARRIED

SICK DAY POLICY

Resolution No. 2022-063

Moved By: Brantford Whittleton

That the sick day policy, attached hereto and forming part of these minutes be approved effective March 29th, 2022.

CARRIED

HIGHWAY 317 PROJECT - CHANGE ORDER FOR ENVIRONMENTAL SERVICES

Resolution No. 2022-064

Moved By: Clinton Barr

That we approve the change order received on March 21st, 2022 from Wood Environment and Infrastructure Solutions for the Highway 317 Project for environmental monitoring surveys required in the RM of Antelope Park No. 322 in the amount of \$28,825.00 plus applicable taxes.

CARRIED

KAISEN ENERGY CORP. - REMAINING TAX ARREARS

Resolution No. 2022-065

Moved By: Raymond McKeary

That the tax arrears in the amount of \$1,901.05 incurred by Kaisen Energy Corp. be written off as per the approved plan under the *Companies Creditors Act*.

CARRIED

ASSET MANAGEMENT REPORT – FINAL

Resolution No. 2022-066

Moved By: Barry Noble

That we acknowledge receipt of the finalized Asset Management Plan for the municipality from Pillar Systems Inc. and approve the plan as presented.

CARRIED

NOTARY PUBLIC APPLICATION FOR ADMINISTRATOR

Resolution No. 2022-067

Moved By: Brantford Whittleton

That we agree to pay for Robin Busby's renewal fee for a notary public appointment in the amount of \$200.00; this fee to be paid through the joint administration arrangement with the Village of Marengo and the Rural Municipality of Milton No. 292.

CARRIED

2022 ASSESSMENT ROLL ADVERTISEMENTS

Resolution No. 2022-068

Moved By: William H. Warrington

That we publish the 2022 Assessment Roll on the municipality's website, post notices at the municipal office and Hoosier, and include a mail out in all postal boxes in Hoosier and Loverna pursuant to section 217 of *The Municipalities Act*.

CARRIED

KLD WELLNESS FOUNDATION - 2022 DOCTOR RETENTION LEVY

Resolution No. 2022-069

Moved By: Eldon Roesler

That we pay \$1,475.09 to the KLD Wellness Foundation to be used towards doctor retention.

CARRIED

ACCOUNTS

Resolution No. 2022-070

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. 2022-071

Moved By: Raymond McKeary

That this meeting now adjourn at 9:15 p.m.

CARRIED

Reeve

Administrator



SICK DAY POLICY

PURPOSE

The purpose of this policy is to provide an outline for employee sick days.

POLICY

This policy applies to all employees except for Administration employees, which the Joint Administration Agreement will govern.

Sick days may be used for:

1. Personal Illness
2. Medical or Dental appointments

Full-Time Employees

Effective January 1st, 2022, twelve (12) eight-hour paid sick days per annum will be available to permanent full-time employees. These sick days will act as credits and have no monetary value. No compensation will be provided at the end of the employee's tenure with the Municipality. Unused sick day credits may not be rolled over into the following year.

Seasonal Employees

Effective January 1st, 2022, seven (7) eight-hour paid sick days per season will be available to seasonal employees. The season will run from April to November of each year. These sick days will act as credits and have no monetary value. No compensation will be provided at the end of the employee's tenure with the Municipality. Unused sick day credits may not be rolled over into the following year.

Reporting

1. Employees requiring sick leave shall contact their immediate supervisor as soon as possible, indicating the reason for the absence.
2. After an absence of five (5) days, the employee may be required to provide a medical note.
3. All sick days must be recorded and tracked on each timesheet.
4. Any employee who fails to report an absence and is away from work for three (3) or more consecutive days without contacting their supervisor may be subject to disciplinary action, including termination for job abandonment.
5. Any employee found to be abusing the sick day policy in any manner may be subject to disciplinary action, up to and including termination.

Disability Approval

1. Any full-time employee with a sick leave that lasts over twelve (12) days must apply to SARM for Short Term Disability benefits.
2. Any seasonal employees enrolled in the SARM Benefits Program and have a sick leave over seven (7) days must apply to SARM for Short Term Disability.
3. If sick leave is due to a workplace injury, the injury must be immediately reported to the Saskatchewan Workers' Compensation Board and the employee's immediate supervisor.

Resolution No. 2022-063

Date: March 29th, 2022

Rural Municipality of Antelope Park No. 322
List of Accounts for Approval
Batch: 2022-00015 to 2022-00019

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Bank Code - Bank1 - Main Demand

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
9289	2022-02-16	CCL Networks	161706-Oct	Accrual Shop Internet Plan -Missed 1-31 C	77.70	77.70
9290	2022-03-21	CCL Networks	174689	Shop Internet Plan	77.70	77.70
9291	2022-03-21	Information Services Corp	Stmt 28Feb2022	Registrations & Transfer Fees	12.00	12.00
9292	2022-03-21	Kindersley & District Co-op	6861	Shop Supplies	21.08	
			6879	Shop Supplies	19.96	
			334758	Bulk Fuel - Feb 2022	2,106.45	
			6669	WTP Parts	18.49	2,165.98
9293	2022-03-21	Loraas Environmental Services	0000438447	Garbage Bins Hoosier & Loverna	1,101.98	1,101.98
9294	2022-03-29	ALL-Net Municipal Solutions	Issued to: Munisight Ltd.			
			INV221101	All-Net Meetings License Subscrip	2,217.23	2,217.23
9295	2022-03-29	Barr, Clinton	WTP Con 2022-01	Contract Hooiser Water Plant	80.00	
			WTP Con 2022-02	Contract Hoosier Water Plant	80.00	
			WTP Con 2022-03	Contract Hooiser Water Plant	80.00	240.00
9296	2022-03-29	Barr, Clinton	ROW SE04-31-27	Hwy 317 ROW Purchase & Damag	4,124.71	4,124.71
9297	2022-03-29	Brown, Patricia	ROW NE 04-31-27	Hwy 317 ROW Purchase & Damag	2,068.72	2,068.72
9298	2022-03-29	Tappauf Farms Ltd., Edwin	ROW SW10-31-27	Hwy 317 ROW Purchase & Damag	513.21	513.21
9299	2022-03-29	Faubert Contracting Ltd.	5132	Hydrovac pipelines	1,021.20	1,021.20
9300	2022-03-29	Fiest, Estate Of Vince	ROW SE16-31-27	Hwy 317 ROW Purchase & Damag	528.32	528.32
9301	2022-03-29	Goldsmith Farms Ltd.	ROW SW04-31-27	Hwy 317 ROW Purchase & Damag	992.99	992.99
9302	2022-03-29	Hawkins, Roger & Muriel	ROW SW03-31-27	Hwy 317 ROW Purchase & Damag	1,861.85	1,861.85
9303	2022-03-29	Hill Acme Machine Ltd.	130898	Supply parts - Snow plow	113.05	
			130786	Supply parts - Snow plow	73.40	186.45
9304	2022-03-29	Tappauf Farms Ltd., Karl	ROW SW10-31-27	Hwy 317 ROW Purchase & Damag	513.21	513.21
9305	2022-03-29	Kindersley Trailers Inc.	102753	Shop Supplies	84.63	84.63
9306	2022-03-29	Loverna Cemetery Club	GR220010-001	Schmalzbauer, Mervin & Ellen - 2 I	100.00	100.00
9307	2022-03-29	Patton, Clay	CropDmg163227W3	Highway 317 Crop Damage SE 16	28.80	28.80
9308	2022-03-29	Pillar Systems Inc.	PS21002-02	Asset Management	28,066.50	28,066.50
9309	2022-03-29	Receiver General for Canada				

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Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			20220023036	Radio Authorization Renewal 0340	334.52	334.52
9310	2022-03-29	Redhead Equipment	P28064	Volvo Hydraulic Filters	178.67	
			P28103	Repair Parts - Bulb	19.09	197.76
9311	2022-03-29	RM of Chesterfield No 261	2022-00042	Pest Control Contract	1,212.92	1,212.92
9312	2022-03-29	Tappauf Enterprises Ltd., Robert	ROW NW03-31-27	Hwy 317 ROW Purchase & Damage	517.18	
			ROW SW10-31-27	Hwy 317 ROW Purchase & Damage	513.21	1,030.39
9313	2022-03-29	SARM	SARM808084	RM Shop Printer - Toner	48.05	
			SARM808499	RM Shop Printer	269.29	317.34
9314	2022-03-29	Sask Workers' Compensation Board	Issued to: Saskatchewan WCB			
			Stmt 08Feb2022	WCB 23 March 2021 Stmt	2,474.50	2,474.50
9315	2022-03-29	SGI	2022 524LII	2000 Sterling Heavy Vehicle	1,344.74	
			2022 978IHC	1992 GMC Heavy Vehicle	774.68	2,119.42
9316	2022-03-29	Sunset Grain & Oil Inc.	ROW SW15-31-27	Hwy 317 ROW Purchase & Damage	340.54	340.54
9317	2022-03-29	Tappauf, Edwin	ROW NW03-31-27	Hwy 317 ROW Purchase & Damage	517.18	517.18
9318	2022-03-29	Tappauf, Gary	ROW SW10-1-27	Hwy 317 ROW Purchase & Damage	513.21	
			ROW NW03-31-27	Hwy 317 ROW Purchase & Damage	517.18	1,030.39
9319	2022-03-29	Tappauf, Kevin	ROW NW03-31-27	Hwy 317 ROW Purchase & Damage	517.18	517.18
9320	2022-03-29	Weisbrod Farms Ltd.	ROW NE09-31-27	Hwy 317 ROW Purchase & Damage	2,033.71	
			ROW SE09-31-27	Hwy 317 ROW Purchase & Damage	2,052.81	4,086.52
9321	2022-03-29	Zee Medical Service Co	187725	Eye Wash Station & Supplies	480.17	480.17
9322	2022-03-29	Hamm, Joel	IND Mtg 2022-03	Councillor Indemnity & Mileage	231.20	231.20
9323	2022-03-29	Warrington, William	IND Mtg 2022-03	Councillor Indemnity & Mileage	2,217.90	2,217.90
9324	2022-03-29	Whittleton, Brantford	IND Mtg 2022-03	Councillor Indemnity & Mileage	250.70	250.70
9325	2022-03-29	Noble, Barry	IND Mtg 2022-03	Councillor Indemnity & Mileage	250.70	250.70
9326	2022-03-29	McKeary, Raymond	IND Mtg 2022-03	Councillor Indemnity & Mileage	254.60	254.60
9327	2022-03-29	Roesler, Eldon	IND Mtg 2022-03	Councillor Indemnity & Mileage	272.80	272.80
Total Computer Cheque:						64,119.91

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List of Accounts for Approval

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COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
990027	2022-02-14	SaskPower	LSL 2022-01	Loverna Street Lights	88.11	88.11
990028	2022-02-14	SaskPower	HSL 2022-01	Hoosier Street Lights	132.18	132.18
990029	2022-02-14	SaskPower	HTG 2022-01	Hoosier TG	152.35	152.35
990030	2022-02-14	SaskPower	LPH 2022-01	Loverna Pump House	168.29	168.29
990031	2022-02-14	SaskPower	Shop 2022-01	Hoosier Grader Shop	378.77	378.77
990032	2022-02-18	Payroll - Scotia EFT	MielkePP2022-04	Wages, 05 - 18 Feb 2022	2,052.30	
			ReaCPP2022-04	Salary, 05 - 18 Feb 2022	1,499.79	
			BusbyRPP2022-04	Salary, 05 - 18 Feb 2022	2,361.17	
			EnsorLPP2022-04	Wages, 05 - 18 Feb 2022	1,389.90	
			MearsTPP2022-04	Wages, 05 - 18 Feb 2022	1,241.97	8,545.13
990033	2022-03-02	MEPP	AP1PP2022-03	Remittance 22 Jan - 04 Feb2022	2,378.66	
			AP1PP2022-04	Remittance 05 - 18 February 2022	2,444.36	4,823.02
990034	2022-03-03	Minister of Finance	LivingSky 22-02	EPT Remittance - Monthly	391.67	391.67
990035	2022-03-03	Receiver General for Canada	RP0001Remit22-0	Source Deduction Remittance RP(	9,558.83	9,558.83
990036	2022-03-04	Payroll - Scotia EFT	ReaCPP2022-05	Salary, 19 Feb - 04 Mar 2022	1,539.79	
			MielkePP2022-05	Wages, 19 Feb - 04 Mar 2022	1,932.17	
			MearsTPP2022-05	Wages, 19 Feb - 04 Mar 2022	1,246.15	
			BusbyRPP2022-05	Salary, 19 Feb - 04 Mar 2022	2,401.17	
			EnsorLPP2022-05	Wages, 19 Feb - 04 Mar 2022	1,295.31	8,414.59
990037	2022-03-11	SaskEnergy	HTG 2022-02	Hoosier TG	203.24	203.24
990038	2022-03-11	SaskEnergy	Shop 2022-02	Grader Shop	247.37	247.37
990039	2022-03-14	SaskPower	LSL 2022-02	Loverna Street Lights	88.11	88.11
990040	2022-03-14	SaskPower	HTG 2022-02	Hoosier TG	127.55	127.55
990041	2022-03-14	SaskPower	HSL 2022-02	Hoosier Street Lights	132.18	132.18
990042	2022-03-14	SaskPower	LPH 2022-02	Loverna Pump House	139.87	139.87
990043	2022-03-14	SaskPower	Shop 2022-02	Hoosier Grader Shop	302.67	302.67
990044	2022-03-18	Payroll - Scotia EFT	ReaCPP2022-06	Payroll, 05 - 18 March 2022	1,499.78	
			MielkePP2022-06	Payroll, 05 - 18 March 2022	2,116.09	
			MearsTPP2022-06	Payroll, 05 - 18 March 2022	1,077.90	
			EnsorLPP2022-06	Payroll, 05 - 18 March 2022	1,270.42	
			BusbyRPP2022-06	Payroll, 05 - 18 March 2022	2,361.16	8,325.35

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COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
990045	2022-03-28	Barr, Clinton	Reeve Indemnity & Mileage	222.10	222.10
		IND Mtg 2022-03			
				Total EFT:	42,441.38
				Grand Total:	106,561.29