

Rural Municipality of Antelope Park No. 322

Meeting Minutes

November 29th, 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 Monday November 29th, 2021 at the Marengo Municipal Office located at 20 1st Avenue North in Marengo, Saskatchewan.

Member of Council Oaths were signed by Reeve Clinton Barr, Division 2 council member William H. Warrington, Division 3 council member Brantford Whittleton, Division 4 council member Barry Noble, Division 5 council member Raymond McKeary, and Division 6 council member Eldon Roesler.

The following council members were in attendance:

Reeve: Clinton Barr

Division 2: William Warrington

Division 3: Brantford Whittleton

Division 4: Barry Noble

Division 5: Raymond McKeary

Division 6: Eldon Roesler

Division 1 council member Joel Hamm was absent.

The following staff members were in attendance:

Administrator: Robin Busby

CALL TO ORDER

Reeve Clinton Barr called the meeting to order at 6:57 p.m.

AGENDA

Resolution No. 2021-216

Moved By: Brantford Whittleton

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

Additions

Highway 317 Phase II Ground Disturbance Payments (after item 18)

Loraas Environmental - Service Agreement (after item 20)

CARRIED

MINUTES

Resolution No. 2021-217

Moved By: Barry Noble

That the minutes from the meeting held on October 19th, 2021 be approved as circulated.

CARRIED

REPORTS

Resolution No. 2021-218

Moved By: William H. Warrington

That the following board reports be filed for future reference:

Kindersley & District Plains Museum

West Central Municipal Government Committee

Kindersley Vet Board

SARM Midterm Convention - November 9, 2021

Western Regional Landfill Inc. - Annual General Meeting – Nov 25, 2021

PCO Inspection Report

CARRIED

REVENUE AND EXPENSES

Resolution No. 2021-219

Moved By: William H. Warrington

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

CARRIED

7:24 p.m. to 7:55 p.m. - Ken Mielke attended the meeting to discuss grading of roads, signs, mower repairs, grader repairs, tool purchases, equipment maintenance, grader blades and improvements into the dugout on SE 13-32-29W3.

CORRESPONDENCE

Resolution No. 2021-220

Moved By: Eldon Roesler

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

Saskatchewan Association of Rural Municipalities (SARM)

Weekly Policy Bulletin – October 19, 2021

Weekly Policy Bulletin – October 26, 2021

Weekly Policy Bulletin – November 2, 2021

Weekly Policy Bulletin – November 16, 2021

Weekly Policy Bulletin – November 23, 2021

Rural Sheaf – October 2021

Agricultural Producers Association of Saskatchewan
Fall 2021 Update

CARRIED

WESTCLIFFE SCHOOL COMMUNITY COUNCIL – REQUEST FOR DONATION
TOWARD NEW AED

Resolution No. 2021-221

Moved By: Brantford Whittleton

That we donate \$250.00 to the Westcliffe Composite School to be used towards the purchase of an AED and supplies with any remaining funds to be placed toward mental health initiatives at the school.

CARRIED

DRILLING LICENSES

Resolution No. 2021-222

Moved By: Eldon Roesler

That the following drilling licenses be approved:

Tamarack Acquisition Corp.

8-29-32-27W3 (4 wells) File No. MLL 21-298

Novus Energy Inc

09-07-33-28W3 File No. 21-51056

3-14-33-28W3 File No. 21-51033

8-15-33-28W3 File No. 21-51034

Saturn Oil & Gas Inc.

3-13-31-29W3 (2 wells) File No. MLL 21-292

CARRIED

PIPELINE CROSSINGS

Resolution No. 2021-223

Moved By: Barry Noble

That the following pipeline crossings be approved:

Tamarack Acquisition Corp.

08-29-32-27W3 to 13-21-32-27W3 file No. MLL 21-283

Baytex Energy Ltd.

08-34-32-28W3 to 06-34-32-28W3

CARRIED

NOTICE OF INTENT - SEISMIC OPERATIONS

Resolution No. 2021-224

Moved By: Raymond McKeary

That we acknowledge receipt of the Notice of Intent for Seismic Operations submitted by Terra-Sine Resources Ltd. for program name Court 3D 2022.

CARRIED

POWERLINE CONSTRUCTION WITHIN ROAD ALLOWANCE

Resolution No. 2021-225

Moved By: Brantford Whittleton

That we approve the installation of a regulator structure in the right of way of the SE 14-31-27W3 by SaskPower.

CARRIED

OIL AND GAS DEVELOPMENT POLICIES – UPDATE

Resolution No. 2021-226

Moved By: William H. Warrington

That we amend our current oil and gas well drilling policies by making the following changes effective November 29th, 2021:

Removing "Wellsites within 100 meters of a municipal road are permissible provided no tanks, structures, or other appurtenances (including all temporary structures) are placed within 150 feet of the center of the road";

Adding "The edge of any well lease shall not be within 150 feet (46 metres) from the centre line of any road allowance or within 300 feet (90 metres) from the intersection of two or more road allowances."

CARRIED

WORKPLACE ILLNESS POLICY UPDATE

Resolution No. 2021-227

Moved By: Barry Noble

That the Workplace Illness & COVID-19 Prevention Policy attached hereto and forming part of these minutes be approved effective November 29th, 2021 and that it replaces the policy approved on May 19th, 2020.

CARRIED

HIGHWAY 317 PHASE II CONSTRUCTION - FINAL PAYMENT

Resolution No. 2021-228

Moved By: Brantford Whittleton

That we approve the following progress payments for the Highway 317 Phase 2 Construction adjacent to the E 33-31-27W3 and E 4,9, 16 & 21-33-27W3 to Denny Forbes Construction Inc.:

ST 193221 - \$98,175.34 (includes PST & GST)

CARRIED

HIGHWAY 317 PHASE II DISTURBED AREA PAYMENTS

Resolution No. 2021-229

Moved By: Barry Noble

That we approve the following disturbed area payments for the Highway 317 Phase II construction:

Name	Land Location	Disruption Allowance	Excavated Area Total	Equipment Damage Total	Total
Stasiuk Farms Ltd.	NE 28-31-27W3	\$400.00	\$545.60	\$ -	\$945.60
Peyton, Irene	SW 03-32-27W3	\$400.00	\$ -	\$108.72	\$508.72
Patton, Clay	SE 16-32-27W3	\$400.00	\$ -	\$37.56	\$437.56
Whittleton, Brantford & Josephine	SE 21-32-27W3	\$400.00	\$5,701.09	\$ -	\$6,101.09
Dommett, Douglas	SW 22-32-27W3	\$400.00	\$3,815.22	\$ -	\$4,215.22
					\$12,208.19

CARRIED

ABATE PORTION OF MUNICIPAL TAX

Resolution No. 2021-230

Moved By: William H. Warrington

That we abate municipal taxes in the amount of \$351.90 on Lot 11-12 Block 6 Plan G394 as the property is not being used as a commercial building.

CARRIED

LORAAS ENVIRONMENTAL - SERVICE AGREEMENT

Resolution No. 2021-231

Moved By: Eldon Roesler

That we enter into a two year service agreement with Loraas Environmental for the three 6 yard bins in Hoosier and the two 6 yard bins in Hoosier for a monthly rate of \$225.00 per bin plus fuel surcharges, carbon tax levy, GST and PST.

CARRIED

RETURN OF CONTINGENCY FUNDS - WESTERN REGIONAL LANDFILL INC.

Resolution No. 2021-232

Moved By: William H. Warrington

That we acknowledge the reimbursement of the RM of Antelope Park No. 322 portion of the contingency fund for the Western Regional Landfill construction in the amount of \$8,286.80.

CARRIED

MUNICIPAL REVENUE SHARING GRANT - DECLARATION OF ELIGIBILITY

Resolution No. 2021-233

Moved By: Brantford Whittleton

The Council of the Rural Municipality of Antelope Park No. 322 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

Submission of the 2020 Audited Financial Statement to the Ministry of Government Relations;

The municipality runs a Municipal Waterworks System that is not subject to public reporting requirements;

In Good Standing with respect to the reporting and remittance of Education Property Taxes;

Adoption of a Council Procedures Bylaw;

Adoption of an Employee Code of Conduct;

All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

BOARD ROOM TABLE REPLACEMENT

Resolution No. 2021-234

Moved By: Raymond McKeary

That we purchase 2 half moon tables and 8 square tables from Staples Professional in the amount of \$2,718.27 plus taxes with the costs to be distributed as per the Joint Administration Agreement for capital purchases.

CARRIED

REPLACEMENT OF ASSISTANT ADMINISTRATOR'S COMPUTER

Resolution No. 2021-235

Moved By: William H. Warrington

That we purchase an ASUS desktop computer from Munisoft, complete with network configuration and software installation at a quoted cost of \$3,174.00 plus taxes with the costs to be distributed as per the Joint Administration Agreement for capital purchases.

CARRIED

SARM - EXCESS LIABILITY COVERAGE - 2022 RENEWAL

Resolution No. 2021-236

Moved By: Barry Noble

That we acknowledge the information provided by the Administrator regarding the municipality's excess liability insurance coverage and that no changes are required to the coverage.

CARRIED

BYLAW 2021-06 - THE COUNCIL PROCEDURES BYLAW

Resolution No. 2021-237

Moved By: William H. Warrington

That Bylaw 2021-06, a bylaw to regulate the proceedings of municipal council and council's committees given first reading.

CARRIED

Resolution No. 2021-238

Moved By: Eldon Roesler

That Bylaw 2021-06 be given second reading.

CARRIED

Resolution No. 2021-239

Moved By: Raymond McKeary

That the third reading of Bylaw 2021-06 be permitted at this meeting.

CARRIED

Resolution No. 2021-240

Moved By: Barry Noble

That Bylaw 2021-06, a bylaw to regulate the proceedings of municipal council and council's committees be given third reading and be adopted.

CARRIED

ACCOUNTS

Resolution No. 2021-241

Moved By: William H. Warrington

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

CARRIED

ADJOURN

Resolution No. 2021-242

Moved By: Raymond McKeary

That this meeting now adjourn at 9:37 p.m.

CARRIED



Reeve



Administrator

Report Date
26/11/2021 12:47 PM

Rural Municipality of Antelope Park No. 322
List of Accounts for Approval
As of 26/11/2021
Batch: 2021-00085 to 2021-00088

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: Bank1 - Main Demand					
Computer Cheques:					
9164	10/11/2021	Enviroway Detergent Man Inc IN057476	WTP Chemicals	183.75	183.75
9165	10/11/2021	G-Mac's AgTeam Inc. MA-L21703	Grass Seed for Hwy 317	8,137.94	8,137.94
9166	17/11/2021	VOID - Pmt missing an invoice			
9167	17/11/2021	Loraas Environmental Services 0000411653	Garbage Bins Hoosier & Loverna	1,084.69	1,084.69
9168	17/11/2021	Redhead Equipment P12146 P12147 P12154 P12814 X54238 X53953	Oil & Filters Air Filter Oil Bulb Travel to Warranty Repairs Replace Grid Heater	2,958.34 82.58 1,564.28 46.96 607.95 1,845.15	7,105.26
9169	17/11/2021	Kindersley & District Co-op 3063 3206 3332 3331 3482 #3593 3647 3747 325863	Shop Supplies Def Fluid - Tractor &JD Grader Shop Supplies Shop Supplies Def Fluid - Tractor &JD Grader Shop Supplies Shop Supplies Shop Supplies Bulk Fuel - October 2021	23.66 33.28 3.32 12.62 33.28 17.73 18.84 19.79 9,405.06	9,567.58
9170	22/11/2021	Information Services Corp Stmnt 31Oct2021	Title Detail	24.00	24.00
9171	22/11/2021	Your Southwest Media Group 3414	Tax Enforcement List	141.12	141.12
9172	29/11/2021	Denny Forbes Construction Inc FinalPmt Oct 27	Hwy 317 - Phase 2 Construction	98,175.34	98,175.34
9173	29/11/2021	Enviroway Detergent Man Inc CN008281 IN058258	Returned Pail Deposit (Oct) WTP Chemicals	63.00- 210.00	147.00
9174	29/11/2021	Hill Acme Machine Ltd. 128300	Supply parts	88.30	88.30
9175	29/11/2021	Noble, Barry PvyMart3532	Water Repairs - Com Well	109.87	109.87
9176	29/11/2021	ScotiaBank Visa Stmnt 15Nov2021	Oil & Filters	1,119.66	1,119.66
9177	29/11/2021	Speedy Glass 8774-356901	JD 870G Windshield	916.41	916.41
9178	29/11/2021	Village of Marengo PO			

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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
		406	Postage - RM Website mailout	9.03	
		409	Tax Enforcement Letter	22.72	31.75
9179	29/11/2021	Wood Enviro. & Infrastructure C26424937	Hwy 317 Infrastruct&Environ	19,072.74	19,072.74
9180	29/11/2021	Hamm, Joel IND Mtg 2021-11	Councillor Indemnity & Mileage	231.20	231.20
9181	29/11/2021	Warrington, William IND Mtg 2021-11	Councillor Indemnity & Mileage	1,042.00	1,042.00
9182	29/11/2021	Whittleton, Brantford IND Mtg 2021-11	Councillor Indemnity & Mileage	250.70	250.70
9183	29/11/2021	Noble, Barry IND Mtg 2021-11	Councillor Indemnity & Mileage	250.70	250.70
9184	29/11/2021	McKeary, Raymond IND Mtg 2021-11	Councillor Indemnity & Mileage	254.60	254.60
9185	29/11/2021	Roesler, Eldon IND Mtg 2021-11	Councillor Indemnity & Mileage	272.80	272.80
				Total for Bank1:	148,207.41

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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
Bank Code: EFT - Electronic Funds Transfer					
Computer Cheques:					
990541	29/10/2021	Payroll - Scotia EFT			
		BusbyRPP2021-22	Salary, 16 Oct-29 Oct 2021	2,717.07	
		EnsorLPP2021-22	Wages, 16 Oct-29 Oct 2021	1,256.53	
		LokenCPP2021-22	Wages, 16 Oct-29 Oct 2021	2,003.58	
		MearsTPP2021-22	Wages, 16 Oct - 29 Oct 2021	1,166.78	
		MielkeKP2021-22	Wages, 16 Oct - 29 Oct 2021	2,643.62	
		ReaCPP2021-22	Salary, 16 Oct - 29 Oct 2021	1,318.78	
		WldmanGP2021-22	Wages, 16 Oct - 29 Oct 2021	1,892.63	12,998.99
990542	01/11/2021	SaskTel			
		Hall TerminaFee	Internet Bill - Marengo Hall	3.84	3.84
990543	03/11/2021	MEPP			
		AP1PP2021-20	Remittance 18 Sep- 01 Oct 2021	3,583.72	
		AP1PP2021-21	Remittance 02 - 15 Oct 2021	3,244.52	
		AP1PP2021-22	Remittance 16 - 29 Oct 2021	3,540.42	10,368.66
990544	03/11/2021	Minister of Finance			
		SunWest 21-10	EPT Remittance - Oct. 2021	4,918.94	4,918.94
990545	03/11/2021	Minister of Finance			
		LivingSky 21-10	EPT Remittance - October 2021	586.20	586.20
990546	03/11/2021	Receiver General for Canada			
		RP0002Remit2110	Remittance RP0002 - Oct 2021	0.90	0.90
990547	03/11/2021	Receiver General for Canada			
		RP0001Remit2110	Remittance RP0001 - Oct 2021	16,593.77	16,593.77
990548	29/11/2021	Payroll - Scotia EFT			
		BusbyRPP2021-23	Salary, 30 Oct - 12 Nov 2021	2,757.09	
		EnsorLPP2021-23	Wages, 30 Oct - 12 Nov 2021	1,080.19	
		LokenCPP2021-23	Wages, 30 Oct - 12 Nov 2021	1,589.17	
		MearsTPP2021-23	Wages, 30 Oct - 12 Nov 2021	1,116.79	
		MielkeKP2021-23	Wages, 30 Oct - 12 Nov 2021	2,094.94	
		ReaCPP2021-23	Salary, 30 Oct - 12 Nov 2021	1,358.80	
		WldmanGP2021-23	Wages, 30 Oct - 12 Nov 2021	1,372.22	11,369.20
990549	29/11/2021	SaskEnergy			
		Shop 20Oct2021	Grader Shop	49.12	49.12
990550	29/11/2021	SaskEnergy			
		HTG 20Oct2021	Hoosier TG	60.69	60.69
990551	29/11/2021	SaskPower			
		Scale15Oct2021	Weigh Scale 15Jul-15Oct '21	125.87	125.87
990552	15/11/2021	SaskPower			
		HTG 20Sep2021	Hoosier TG	38.64-	
		HTG 20Oct2021	Hoosier TG	72.13	33.49
990553	15/11/2021	SaskPower			
		LPH 20Oct2021	Loverna Pump House	39.99	39.99
990554	15/11/2021	SaskPower			

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List of Accounts for Approval

As of 26/11/2021

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Batch: 2021-00085 to 2021-00088

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		LSL 20Oct2021	Loverna Street Lights	79.87	79.87
990555	15/11/2021	SaskPower HSL 20Oct2021	Hoosier Street Lights	119.81	119.81
990556	15/11/2021	SaskPower Shop 20Oct2021	Hoosier Grader Shop	227.66	227.66
990557	26/11/2021	Payroll - Scotia EFT BusbyRPP2021-24	Salary, 13 - 26 Nov 2021	2,717.09	
		EnsorLPP2021-24	Wages, 13 - 26 Nov 2021	1,230.30	
		LokenCPP2021-24	Wages, 13 - 26 Nov 2021	1,026.08	
		MearsTPP2021-24	Wages, 13 - 26 Nov 2021	1,148.78	
		MielkeKP2021-24	Wages, 13 - 26 Nov 2021	2,350.15	
		ReaCPP2021-24	Salary, 13 - 26 Nov 2021	1,318.80	
		WldmanGP2021-24	Wages, 13 - 26 Nov 2021	994.13	10,785.33
990558	26/11/2021	Barr, Clinton IND Mtg 2021-11	Reeve Indemnity & Mileage	222.10	222.10
				Total for EFT:	68,584.43
				Grand Total:	216,791.84



WORKPLACE ILLNESS AND COVID-19 PREVENTION POLICY

Purpose

To describe the manner in which employees are to behave to both prevent contracting COVID-19 and how they should behave in the event they become ill.

Covid-19 Prevention Measures:

1. Maintain physical distancing by remaining two metres apart from others
2. Avoid handshakes and other physical contact with others
3. Avoid unnecessary travel
4. Follow proper hand hygiene
 - Wash your hands frequently with soap and warm water
 - Scrub your hands for 20 seconds
 - If soap and water are not available, use an alcohol-based hand sanitizer approved by Health Canada
5. Follow coughing/sneezing etiquette
 - Cough/sneeze into the bend of your elbow and then wash your hands with soap and warm water
6. Follow Public Health Orders both on and off the job
7. Clean and disinfect work spaces at least twice per day
8. Visitors to the Water Treatment Plant are prohibited, unless they are on official Water Treatment Plant business and under the supervision of the certified operator.
9. Visitors to the municipal office must disinfect their hands with hand sanitizer and not breach the sneeze guard.
10. No visitor is permitted to enter who exhibits any signs of illness or who has travelled outside the country in the last 14 days.
11. Disinfecting of any surfaces that have been touched by visitor(s) must occur immediately after the visitor(s) have left.

When an Employee Falls Ill:

1. If an employee has any of the following flu like symptoms, the employee must not come into work:

Fever	Cough
Shortness of breath	Difficulty breathing
Fatigue	Muscle or body aches
New loss of taste or smell	Sore throat
Nasal Congestion or runny nose	Nausea/vomiting

2. If the employee has any of the above symptoms while at work, the employee is to return home immediately, if they are physically able to.
3. If the employee is unable leave the work site, they are to put on a non-medical mask, contact a healthcare provider or EMS, and isolate at work as best as they are able.
4. The employee must contact the Administrator as soon as possible, who will notify the Reeve.
5. The employee must inform the Reeve if the Administrator is unable to do so.
6. The employee must call 811 and follow all directions received by 811 and Public Health.
7. The employee must not attend work or a meeting on behalf of the municipality when they are ill.
8. The employee must not return to work or attend a meeting on behalf of the Rural Municipality of Antelope Park No. 292. after being ill, until they are deemed free of contagion by a medical professional or 811. They may work from home if they feel they are able and there is work that can be completed at home.
9. Notes from physicians are not required.
10. Public Health Orders and OH&S must be adhered to at all times.
11. The employee's work space must be cleaned and disinfected before anyone else may work there.

Council Members

1. No council member who has any of the above symptoms may attend a meeting on behalf of the Municipality.
2. No council member who is or ^{has} ~~who~~ been ill may enter the municipal office, municipal shop, or water treatment plant until they are deemed free of contagion by a medical professional.

Resolution No. 2021-227

Date: November 29th, 2021