RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322

Minutes of the regular meeting of the council of the Rural Municipality of Antelope Park No. 322 held on Tuesday, December 17, 2024 at the Marengo Municipal Office located at 20 1st Avenue North in Marengo, Saskatchewan.

CALL TO ORDER

Reeve Clinton Barr called the meeting to order at 6:59 p.m. with the following members in attendance:
Division 1: Joel Hamm
Division 2: William Warrington
Division 3: Clay Patton
Division 4: Barry Noble
Division 5: Chad Bouchard
Division 6: Eldon Roesler

The following staff members were in attendance:
Acting Administrator: Lisa Ensor
Assistant: Valerie May

AGENDA

2024-299 **BARRY NOBLE** – That the agenda was reviewed by council and will be used as a guideline for this meeting and that we approve the following changes:
Agenda Additions:
Bylaw Enforcement Officer
In-Camera
MD Discussion
Agenda Deletions:

CARRIED UNANIMOUSLY

MINUTES

2024-300 **WILLIAM WARRINGTON** – That the minutes from the regular meeting of council held on November 25, 2024 be approved as circulated.

CARRIED

REPORTS

2024-301 **CLAY PATTON** – That the following reports be filed:
Kindersley District Plains Museum
West Central Municipal Government Committee (WCMGC)
North West Municipalities Association (NWMA)
KLD Wellness Foundation Inc.
Major & District Fire Board
Pest Control Officer October Report
RoaData Reports
Foreman's Report

CARRIED [redacted]

FINANCIAL REPORTS

2024-302 **JOEL HAMM** – That the statement of financial activities and bank reconciliations for November 2024 be approved as presented.

CARRIED

ADMINISTRATOR'S HOURS

2024-303 **ELDON ROESLER** – That the Administrator's hours for November 2024 be acknowledged as received and filed.

CARRIED

CORRESPONDENCE

2024-304 **JOEL HAMM** – That we acknowledge receipt of the following correspondence and file for future reference:

Saskatchewan Association of Rural Municipalities (SARM)
Rural Dart – December 3, 2024
Rural Dart – December 10, 2024
Rural Sheaf – November 2024

CARRIED

GRADER/UTILITY OPERATOR AND FOREMAN JOB DESCRIPTIONS

2024-305 **JOEL HAMM** – That we approve the job description for Grader/Utility Operators and the amended job description for the Municipal Foreman as presented effective December 17, 2024.

CARRIED

WINTER HOURS POLICY

2024-306 **CHAD BOUCHARD** – That we approve the Winter Hours Policy attached hereto and forming part of these minutes.

CARRIED

RESCIND RESOLUTION 2019-242

2024-307 **CLINTON BARR** – That we rescind the following resolution:

"2019-242 BARRY NOBLE - That we set policy that all employees continuing their employment throughout the winter season, are permitted to work winter hours once seasonal employees are laid off.

CARRIED"

CARRIED

[redacted]

RESCIND RESOLUTION 2020-079

2024-308 **CLAY PATTON** – That we rescind the following resolution:
"2020-079 CLINTON BARR - That we establish a policy that winter hours for full time employees begin when the seasonal workers are laid off at the end of each road maintenance season and that winter hours end when the seasonal workers return the following season.
CARRIED"
CARRIED

RESCIND RESOLUTION 2023-230

2024-309 **WILLIAM WARRINGTON** – That we rescind the following resolution:
"2023-230 RAYMOND MCKEARY - That we authorize Ken Mielke to work through each winter season for the municipality; Mr. Mielke is authorized to work a minimum of 5 days per week, 8 hours per day.
CARRIED"
CARRIED

CANCEL CHEQUE #10219

2024-310 **BARRY NOBLE** – That we cancel cheque #10219 payable to William Warrington in the amount of $473.25 as it was paid by online banking.
CARRIED

OFFICE BREAK IN CREDIT CARD FRAUD CHARGES

2024-311 **WILLIAM WARRINGTON** – That we acknowledge the fraud charges on the RM Visa in the amount of $2,000 plus cash advance fees and interest in the amount of $19.68, and that a fraud claim has been started with Scotiabank to have the charges reversed.
CARRIED

DONATION IN MEMORY OF BRANTFORD WHITTLETON

2024-312 **CHAD BOUCHARD** – That we donate in the amount of $250.00 to the Kerrobert Integrated Health Facility in memory of Brantford Whittleton.
CARRIED

KERROBERT & DISTRICT AGRICULTURAL SOCIETY

2024-313 **ELDON ROESLER** – That we sponsor the Kerrobert & District Agricultural Society 79th Annual Regional 4-H Show and Sale in the amount of $300.00.
CARRIED

[redacted]

COMMUNITY EVENT LICENSE – HOOSIER NEW YEAR'S EVE EVENT

2024-314 **JOEL HAMM** – That we approve the issuance of a Community Event License to the Hoosier Valley Recreation Board for a New Year's Eve event to take place at the Hoosier Valley Recreation Centre in Hoosier, Saskatchewan on January 31, 2024 from 5:00 p.m. to 2:00 a.m.

CARRIED

MUNICIPAL REVENUE SHARING GRANT – DECLARATION OF ELIGIBILITY

2024-315 **CLAY PATTON** – That 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 2023 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

8:00 p.m. - Robin Busby joined the meeting via telephone to discuss a Munitraxx Tablet Proposal and Civic Addressing Project Proposal

8:17 p.m. – Robin Busby left the meeting.

MUNITRAXX TABLET OFFER

2024-316 **ELDON ROESLER** – That we accept the offer of a tablet, Munitraxx software setup and training, and 12 months of cellular data for a cost of $982.93 plus taxes, to be used in conjunction with the Welltraxx Surface Asset Management Success Action Plan.

CARRIED

WELLTRAXX CUSTOMER SUCCESS ACTION PLAN

2024-317 **CHAD BOUCHARD** – That we sign the Customer Success Action Plan provided by Welltraxx to complete the collection of information for the Munitraxx platform.

CARRIED

[redacted]

WELLTRAXX CIVIC ADDRESSING PROJECT QUOTE

2024-318 **JOEL HAMM** – That we accept the Welltraxx Proposal #P-RM322-121024 to administer the Civic Address Project according to the terms of the Project Overview for a cost of $8,750.00 plus taxes.

CARRIED

CIVIC ADDRESS REGISTRY INCENTIVE FUNDING

2024-319 **BARRY NOBLE** – That we express our interest in the Civic Addressing Registry (CAR) Signage Incentive Project to the Saskatchewan Public Safety Agency (SPSA).

CARRIED

ALLOWANCE FOR UNCOLLECTIBLE TAXES

2024-320 **WILLIAM WARRINGTON** – That after review of the uncollected taxes and receivables for the RM of Antelope Park No. 322, that we make no changes to the allowance of uncollectible municipal tax amounts currently set at:
Account 1138 Account Balance $10,000.00

CARRIED

2025 COUNCIL REMUNERATION

2024-321 **BARRY NOBLE** – That the council remuneration for 2025 be set as follows:
Regular Meetings – $250.00 per meeting
Committee Meetings – $150.00 per meeting
Convention Days - $250.00 per day
Regina - SARM Annual – 5 days; SARM Midterm – 3 days
Saskatoon - SARM Annual – 4 days; SARM Midterm – 2.5 days
Mileage – $.75 per km

CARRIED

2025 COUNCIL APPOINTMENTS

2024-322 **CHAD BOUCHARD** – That we appoint the following members effective January 1, 2025 to the committees listed below for the terms noted:

Appointment/Committee	Members
Administrator, Assessor, Tax Collector	Lisa Ensor (ongoing)
Auditor	CHBB (ongoing)
Development Officer	Lisa Ensor (ongoing)
Division Boundary Review (DBR) Committee	All of council (ongoing)
Emergency Planning Committee	Ken Mielke, Clinton Barr, Joel Hamm, Administrator (term expires December 31, 2025)
EMO Coordinator	Lisa Ensor, Candace Rea (ongoing)

[redacted]

Finance	Clay Patton, Eldon Roesler, William Warrington (alternate) (term expires December 31, 2026)
Highway 317 Project Committee	Clinton Barr, Barry Noble, William Warrington (term expires December 31, 2025)
Human Resources Committee (hiring, firing, evaluations, etc.)	Reeve, Administrator, Foreman, Chad Bouchard, Joel Hamm
Joint Administration	Clinton Barr, Barry Noble, Joel Hamm (term expires December 31, 2026)
Kindersley & District Plains Museum	William Warrington (term expires December 31, 2025)
Kindersley Regional Medical Arts Authority	Clinton Barr (term expires December 31, 2025)
KLD Wellness Foundation	Barry Noble, Clinton Barr (alternate) (term expires December 31, 2025)
Major & District Fire Board	Chad Bouchard, Joel Hamm (term expires December 31, 2025)
North West Municipalities Association	Clinton Barr (term expires December 31, 2026)
Polling Places	Marengo Municipal Office – all divisions (ongoing) Hoosier Recreation Centre – all divisions (ongoing)
Pound	Saskatoon Livestock Sales (ongoing)
Pound Keeper	Saskatoon Livestock Sales (ongoing)
Prairie West Planning District	Clinton Barr, Administrator (term expires December 31, 2025)
Prairie Winds Emergency Planning District	Clinton Barr, Joel Hamm (alternate) (term expires December 31, 2025)
Returning Officer	Lisa Ensor (ongoing)
Rural Crime Watch	Joel Hamm (term expires December 31, 2025)
Safety Committee	Ken Mielke, Clinton Barr, Barry Noble, Administrator (term expires December 31, 2025)
Safety Supervisor	Ken Mielke (ongoing)
Solicitor (general inquiries)	Mark Yemen – McDougall Gauley LLP (ongoing)
West Central Municipal Government Committee	William Warrington (term expires December 31, 2026)
Western Regional Landfill Inc.	William Warrington, Clinton Barr (alternate) (term expires December 31, 2025)

CARRIED [redacted]

APPOINTMENT OF BYLAW ENFORCEMENT OFFICER AND PEACE OFFICER – MATTHEW LEWICKI

2024-323 **JOEL HAMM** – That the Council of the Rural Municipality of Antelope Park No. 322 appoints Matthew Lewicki as a Bylaw Officer within the RM 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 1, 2025 to December 31, 2025.

CARRIED

APPOINTMENT OF BYLAW ENFORCEMENT OFFICER AND PEACE OFFICER – LISA ENSOR

2024-324 **CLINTON BARR** – That the Council of the Rural Municipality of Antelope Park No. 322 appoints Lisa Ensor as a Bylaw Officer within the RM 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 1, 2025 to December 31, 2025.

CARRIED

2025 COUNCIL MEETING DATES

2024-325 **WILLIAM WARRINGTON** – That the council meeting on the following dates in 2025 at 7:00 p.m. unless rescheduled by the majority of council through resolution:

January 21, 2025	July 15, 2025
February 18, 2025	August 19, 2025
March 25, 2025	September 16, 2025
April 15, 2025	October 21, 2025
May 27, 2025	November 18, 2025
June 17, 2025	December 16, 2025

CARRIED

2025 JOINT ADMINISTRATION

2024-326 **BARRY NOBLE** – That the following salary increases and purchases for the municipal office, and other items, be approved effective January 1, 2025:
Increase Tracy Clow's janitorial contract from $6,420 per year to $6,600 per year;
Increase Lisa Ensor's salary from $72,500 per year to $94,417 per year based on a 50-hour work week;
Increase Trina Mears' wage from $29.15 per hour to $30.02 per hour;
Increase Candace Rea's salary from $63,536 per year to $67,349 per year;
Increase Valerie May's wage from $29.00 per hour to $29.87 per hour ($61,923 salary) and upon completion of Level "C" to $66,977 salary.
Increase Lynae Warrington's wage from $15.00 per hour to $16.00 per hour;
Replace the office blinds at a max cost of $3,000; [redacted]

Replace the office projector at an approx. cost of $500;
Purchase alarm system for office;
Purchase an HR On Call subscription with People First HR Services for $125.00 per month.
Pay for the Notary Public application for Valerie May at a cost of $200.00 for the application;
That Valerie May be reimbursed for the Local Government Legislation and Statute Law Course LG202 she will take while employed by the municipalities and that reimbursement include tuition and required books for the course;
That medical days be allowed to be used for personal health days and immediate family medical appointments.
That administration employees be allowed to accumulate vacation days with no limit on quantity, to use prior to March 31st the following year and if not used, the vacation days will be paid out.
That a gift be purchased for Charlotte Helfrich in appreciation of the mentorship she has provided to our staff, cost of gift not to exceed $2000.00.
And that we acknowledge the following as per the Joint Administration Agreement:
That the RM of Milton No. 292 will pay the following percentages for all wages, salaries, benefits, administration convention and travel costs, office utilities, telephone, postage, stationery, miscellaneous office costs and office equipment costs: Division 1-6 35.5%, Division 7 (Alsask) 23%;
That the RM of Milton will pay the following percentages for building maintenance, building expenses, municipal building capital purchase and municipal software: Division 1-6 47%;
That the RM of Antelope Park No. 322 will pay 35.5% for all wages, salaries, benefits, administration convention and travel costs, office utilities, telephone, postage, stationery, miscellaneous office costs and office equipment costs.
And that we acknowledge that the RM of Antelope Park No. 322 will pay the 47% for building maintenance, building expenses, municipal building capital purchase and municipal software;
And that the Village of Marengo will pay 6% for all administration costs.
That the full-time administration staff receive $1000.00 bonus and the seasonal summer office staff receive $100.00 bonus from the Village of Marengo Post Office account.

CARRIED

2024 BUDGET AMENDMENTS

2024-327 **CLAY PATTON** – That the amended 2024 budget, attached hereto and forming part of these minutes be adopted.

CARRIED

[redacted]

2024 RESERVE TRANSFERS

2024-328 **JOEL HAMM** – That we transfer $54,780 from the municipality's reserve bank account 20198-****618 (Fire Reserve) to the municipality's general operating account 20198-****214;
And that we transfer $250,000 from the municipality's general operating account 20198-****214 to the reserve account 20198-****316 (Reserve).

From Reserve Account	**Amount**
3130 – Reserve – Fire	$54,780.00
To Reserve Account	**Amount**
3120 – Reserve – Future Road Repairs & Construct.	$250,000.00

CARRIED

LORAAS DISPOSAL NORTH LTD. SERVICE AGREEMENTS

2024-329 **CLINTON BARR** – That we enter into a 36-month service agreement with Loraas Environmental for the three 6-yard bins in Hoosier for a monthly rate of $318.00 and the two 6-yard bins in Loverna for a monthly rate of $161.00 per bin plus fuel surcharges, carbon tax levy, GST and PST.

CARRIED

DRILLING LICENSE

2024-330 **BARRY NOBLE** – That the following drilling license be acknowledged as approved by council:

Baytex Energy Ltd.
NE ¼ 09-34-32-28W3 File 24-64143

CARRIED

MD DISCUSSION

A recorded vote was requested by Council member Chad Bouchard.

2024-331 **CLINTON BARR** – That after receiving the results of the Municipal Feasibility Study presented by GSD Strategies and in consideration of the ratepayers input received from the public meetings that we decline any further research to form a Municipal District with the RM of Milton No. 292 and the Village of Marengo.

Clinton Barr - Affirmative
Joel Hamm - Affirmative
William Warrington - Opposed
Clay Patton - Affirmative
Barry Noble - Affirmative
Chad Bouchard - Affirmative
Eldon Roesler - Affirmative

CARRIED

9:20 p.m. – Valerie May left the boardroom.

[redacted]

IN-CAMERA

2024-332 **CLINTON BARR** – That we enter an in-camera session at 9:20 p.m. to discuss Confidential Matters pursuant to subsection 120 2(a) of *The Municipalities Act*.

CARRIED

OUT OF CAMERA

2024-333 **CLINTON BARR** – That we conclude the in-camera session at 9:24 p.m. and that the regular meeting of council resume.

CARRIED

9:25 p.m. – Valerie May returned to the boardroom.

ACCOUNTS

2024-334 **CLAY PATTON** – That the list of accounts, attached hereto and forming part of these minutes, including cheque numbers 10223 to 10238 in the amount of $72,029.26, Online Banking payments in the amount of $10,869.80 and EFT cheque numbers 990567 to 990580 in the amount of $39,949.87 be approved for payment.

CARRIED

ADJOURN

2024-335 **CHAD BOUCHARD** – That this meeting now adjourn at 9:43 p.m.

CARRIED

[redacted] [redacted]

Reeve Acting Administrator

January 21, 2025 – 7:00 p.m. - Regular meeting of council

Rural Municipality of Antelope Park No. 322
List of Accounts for Approval

Date Printed
2024-12-16 5:29 PM

Batch: 2024-00106 to 2024-00110

Bank Code - Bank1 - Main Demand

COMPUTER CHEQUE

Payment #	Date	Vendor Name / Invoice #	Reference	Invoice Amount	Payment Amount
10223	**2024-11-25**	**Major & District Fire Board**			
		New Truck July	New Truck July 2024 (1/3 share)	57,516.54	57,516.54
10224	**2024-11-30**	**Agriculture in the Classroom-SK**			
		Sponsorship2024	Sponsorship 2024	250.00	250.00
10225	**2024-11-30**	**Ensor, Lisa**			
		GiftBskt BWhitt	Gift Basket - B Whittleton	160.86	160.86
10226	**2024-11-30**	**Meridian Surveys Ltd**			
		IN18287	Survey RM Gravel Pits	498.65	
		IN18285	Survey RM Gravel Pits	1,779.72	2,278.37
10227	**2024-11-30**	**Materi, Payten**			
		2024-11	PCO Contract	231.80	231.80
10228	**2024-11-30**	**VOID - Should be Online**			
10229	**2024-12-17**	**Alsask Welding Ltd.**			
		874	Repair Grader Blade	1,665.00	1,665.00
10230	**2024-12-17**	**Hamm, Carla**			
		2024-10	Hoosier Water Shed Oct	80.00	
		2024-11	Hoosier Water Shed Nov	80.00	
		2024-12	Hoosier Water Shed Dec	80.00	240.00
10231	**2024-12-17**	**Hoosier Recreation Board**			
		HallRent MD mtr	Hoosier Hall Rent - MD meeting	150.00	150.00
10232	**2024-12-17**	**Kindersley Bearing (2008) Ltd.**			
		001-082080	Trimmer Line	22.15	22.15
10233	**2024-12-17**	**Kindersley & District Co-op**			
		#1810	Sign posts	593.86	
		#3226	Post Hole Auger repairs	5.54	
		#3301	Post Hole Auger repairs	14.42	
		#3303	Shop Supplies	23.30	
		#3485	Diesel Conditioner & Shop Supplie	44.38	
		#3504	Oil & Filter	78.07	
		#3554	Shop Supplies	7.50	
		#3768	Oil	419.71	
		#7305	GSD MD Info Meeting	79.10	
		409871	Bulk Fuel - Nov	4,670.18	
		#4023	Oil	139.90	6,075.96
10234	**2024-12-17**	**Rocky Mountain Equipment**			
		P14399	Battery & Shop Supply	478.22	478.22
10235	**2024-12-17**	**SeBo Enterprises Ltd.**			
		352-031609	Return Core	-16.65	
		352-057570	Shop Supplies	179.64	
		352-057692	Exchange Chop Saw Blades	11.14	174.13
10236	**2024-12-17**	**Hamm, Joel**			
		IND Mtg2024-11	Councillor Indemnity & Mileage	1,193.73	1,193.73
10237	**2024-12-17**	**Noble, Barry**			
		INDMtg2024-11	Councillor Indemnity & Mileage	1,258.50	1,258.50
10238	**2024-12-17**	**Roesler, Eldon**			
		IND Mtg 2024-11	Councillor Indemnity & Mileage	334.00	334.00
				Total Computer Cheque:	72,029.26

[redacted]

Rural Municipality of Antelope Park No. 322
List of Accounts for Approval
Batch: 2024-00106 to 2024-00110

ONLINE BANKING

Payment #	Date	Vendor Name / Invoice #	Reference	Invoice Amount	Payment Amount
2024112601	**2024-11-26**	**Bolt From The Blue Management**			
		1017	Draft Regional Agmt & Risk Analys	9,490.05	9,490.05
2024112602	**2024-11-26**	**Enviroway Detergent Man Inc**			
		IN078297	WTP Chemicals	166.37	
		CN010875	WTP Chemicals	-94.50	71.87
2024112603	**2024-11-26**	**Warrington, William**			
		IND Mtg 2024-Oc	Councillor Indemnity & Mileage	473.25	473.25
2024120301	**2024-12-03**	**SARM**			
		SARM821417	Shop Supplies	88.76	
		MID24-3221	Midterm Convention Registration	444.00	
		MID24-3222	Convention Meal Fee	222.00	754.76
2024120302	**2024-12-03**	**ScotiaBank Visa**			
		Stmt 15Nov24	TS Expenses	79.87	79.87
				Total Online Banking:	10,869.80

Total Bank1: 82,899.06

[redacted]

Rural Municipality of Antelope Park No. 322
List of Accounts for Approval
Batch: 2024-00106 to 2024-00110

Bank Code - EFT - Paid Electronically

COMPUTER CHEQUE

Payment #	Date	Vendor Name / Invoice #	Reference	Invoice Amount	Payment Amount
990567	**2024-11-26**	**Barr, Clinton**			
		IND Mtg 2024-10	Reeve Indemnity & Mileage	419.05	419.05
990568	**2024-12-06**	**Payroll - Scotia EFT**			
		EnsorLPP2024-25	Salary, 23 Nov - 06 Dec 2024	2,021.27	
		MayVPP2024-25	Wages, 23 Nov - 06 Dec 2024	1,745.38	
		MearsTPP2024-25	Wages, 23 Nov - 06 Dec 2024	1,387.65	
		MielkePP2024-25	Wages, 23Nov-06Dec2024&Clothi	3,140.68	
		ReaCPP2024-25	Salary, 23 Nov - 06 Dec 2024	1,605.79	
		WeinkJPP2024-25	Wages, 23Nov-06Dec2024&Clothi	2,204.03	12,104.80
990569	**2024-12-06**	**Payroll - Scotia EFT**			
		EnsorPP24-25Adj	Salary, 23 Nov - 06 Dec 2024 Adj	303.29	303.29
990570	**2024-12-10**	**MEPP**			
		AP1PP2024-23	Remittance 26 Oct - 08 Nov2024	3,228.84	
		AP1PP2024-24	Remittance 09 - 22 Nov 2024	3,068.04	6,296.88
990571	**2024-12-10**	**Minister of Finance**			
		LS Remit2024-11	EPT Remittance - Monthly	4,868.21	4,868.21
990572	**2024-12-10**	**Ministry of Finance**			
		SunWest 24-11	EPT Remitance - Monthly	1,055.49	1,055.49
990573	**2024-12-10**	**Receiver General for Canada**			
		RP2Remit24-11	Source Deduction Remittance RP(	12.90	12.90
990574	**2024-12-10**	**Receiver General for Canada**			
		RP1Remit24-11	Source Deduction Remittance RP(	10,291.54	10,291.54
990575	**2024-12-10**	**SMHI**			
		Remit 2024-11	Monthly Remittance - Nov	3,203.62	3,203.62
990576	**2024-12-10**	**Swift-net.ca**			
		2024-11	Shop Internet Service Nov	99.79	99.79
990577	**2024-12-18**	**Barr, Clinton**			
		IND Mtg 2024-11	Reeve Indemnity & Mileage	444.55	444.55
990578	**2024-12-18**	**Warrington, William**			
		IND Mtg 2024-11	Councillor Indemnity & Mileage	271.00	271.00
990579	**2024-12-18**	**Patton, Clay**			
		IND Mtg 2024-11	Councillor Indemnity & Mileage	291.25	291.25
990580	**2024-12-18**	**Bouchard, Chad**			
		IND Mtg 2024-11	Councillor Indemnity & Mileage	287.50	287.50
				Total Computer Cheque:	39,949.87

Total EFT:	39,949.87
Grand Total:	122,848.93

[redacted]

RURAL MUNICIPALITY OF
ANTELOPE PARK
No.322
• EST.1911 •

Box 70
Marengo, Saskatchewan
S0L 2K0

(306) 968-2922
(306) 912-8922 fax
rm292.rm322@sasktel.net

Winter Hours Policy

The winter season for regular full-time employees begins when seasonal employees are laid off at the end of the road maintenance season and ends when seasonal employees return the following season. Winter hours are set at a minimum of 40 hours per week with the schedule varying depending on the workload of winter duties and project completions required.

Resolution No. 2024-306
December 17, 2024

[redacted]

ANNUAL BUDGET (AMENDED)

FOR THE

RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322

2024

[redacted]

RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322
STATEMENT OF REVENUES FOR THE YEAR 2024

DETAILS OF REVENUE	2023 Budget	2023 Actual	Amended 2024 Budget
TAXATION			
General Municipal Levy	1,372,308.56	1,371,619.96	1,370,069.84
Discount on Municipal Tax	-75,000.00	-58,949.39	-75,000.00
Penalty on Municipal Arrears	2,600.00	2,007.78	2,600.00
Tax Abatement/Adjustment	-2,108.13	-2,163.04	-2,163.05
Total Taxes	**1,297,800.43**	**1,312,515.31**	**1,295,506.79**
UNCONDITIONAL GRANTS			
Revenue Sharing	53,813.00	53,813.00	53,813.00
Road Preservation	0.00	0.00	0.00
Community Share	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total Unconditional Grants	**53,813.00**	**53,813.00**	**53,813.00**
GRANT IN LIEU OF TAXES			
Grant-In-Lieu - Many Islands	0.00	47,478.23	47,478.23
Grant-In-Lieu - SaskTel	1,581.14	1,581.15	1,581.14
Grant-In-Lieu - Provincial Pasture	23,904.66	24,001.11	23,904.66
Total Grant-in-Lieus	**25,485.80**	**73,060.49**	**72,964.03**
GENERAL GOV'T SERVICES			
Fees & Charges - Photocopy/Fax	79.88	110.45	79.88
Fees & Charges - Office Services/Other	53.25	32.10	53.25
Fees & Charges - Appeal Fees	0.00	0.00	0.00
Fees & Charges - Tax Certificates	200.00	220.00	100.00
Fees & Charges - Tax Enforcement	1,000.00	672.10	1,000.00
Sale of Office Supplies	53.25	0.00	53.25
Fees & Charges - Other	0.00	0.00	0.00
Sale of Other	200.00	200.00	200.00
Licenses	0.00	0.00	0.00
Permits	0.00	0.00	0.00
Rentals	1,608.00	1,609.00	3,173.00
Contributions/Donations	0.00	0.00	0.00
Land Sales	400.00	0.00	600.00
Trade In of Equipment	0.00	0.00	0.00
Asset Sale – Gain/Loss	0.00	0.00	0.00
Interest Revenue	240,000.00	236,663.02	250,000.00
Dividend Revenue	1,900.00	2,306.20	1,900.00
Commission Revenue	575.00	513.36	575.00
Royalty Revenue	180,000.00	146,874.24	140,000.00

DETAILS OF REVENUE	**2023 Budget**	**2023 Actual**	**Amended 2024 Budget**
Other Investment Revenue	0.00	0.00	0.00
Conditional - FCM - Asset Management	0.00	0.00	0.00
Unconditional - Prov. Safe Restart	0.00	0.00	0.00
Operating - Conditional Grants	0.00	0.00	0.00
Capital – Conditional Grants	0.00	0.00	0.00
Total General Gov't. Services	**426,069.38**	**389,200.47**	**397,734.38**
PROTECTIVE SERVICES			
Fees – Fire Charges	0.00	0.00	0.00
Fees – Dog Licenses	70.00	90.00	80.00
Fees - Other	0.00	0.00	0.00
Sale of Other	0.00	0.00	0.00
Trade In of Equipment	0.00	0.00	0.00
Asset Sale – Gain/Loss	0.00	0.00	0.00
Conditional Grant - Targeted Sector (TSS)	0.00	0.00	14,062.50
Capital – Conditional Grants	0.00	0.00	0.00
Operating – Conditional Grants	0.00	0.00	0.00
Total Protective Services	**70.00**	**90.00**	**14,142.50**
TRANSPORTATION SERVICES			
Custom Work	0.00	0.00	0.00
Custom Work – Dust Control	0.00	0.00	0.00
Custom Work - 317	0.00	0.00	0.00
Custom Work - 317 Maintenance	239,520.00	239,520.00	239,520.00
Custom Work - Other	0.00	0.00	0.00
Sale of Gravel	0.00	0.00	0.00
Sale of Culverts	0.00	0.00	0.00
Sale of Signs	0.00	0.00	0.00
Sale of Other	0.00	0.00	0.00
Road Maintenance Fees	0.00	0.00	0.00
Permits	0.00	7,522.50	14,455.00
Mitigation Payments	5,165.00	5,165.00	5,165.00
Infrastructure Fees	10,000.00	7,000.00	7,000.00
Trade In of Equipment	0.00	0.00	0.00
Asset Sale – Gain/Loss	19,900.00	-8,026.75	0.00
Capital – Conditional Grants - New Gas	8,606.00	8,762.00	8,800.00
Operating - Conditional Grants	0.00	0.00	0.00
Total Transportation Services	**283,191.00**	**259,942.75**	**274,940.00**
ENVIRO. & PUBLIC HEALTH SERVICES			
Waste & Disposal Fees	0.00	0.00	0.00
Cemetery Fees	0.00	0.00	0.00
Fees – Other	0.00	0.00	0.00
Sale of Pest Control Products	0.00	0.00	0.00
Sale of Weed Control Products	0.00	0.00	0.00

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DETAILS OF REVENUE	2023 Budget	2023 Actual	Amended 2024 Budget
Sale of Other	0.00	0.00	0.00
Other	15,625.00	0.00	0.00
Trade In of Equipment	0.00	0.00	0.00
Asset Sale – Gain/Loss	0.00	0.00	0.00
Operating - Conditional Grants - CAP	4,026.65	4,026.65	5,389.02
Capital – Conditional Grants - TSS	56,250.00	0.00	0.00
Total Enviro & Public Health Services	**75,901.65**	**4,026.65**	**5,389.02**
PLANNING & DEVELOPMENT SERVICES			
Building Inspections	0.00	0.00	0.00
Development Permits	5,000.00	4,400.00	5,000.00
Drilling Licenses	22,000.00	19,700.00	30,000.00
Rentals	0.00	0.00	0.00
Fees - Other	300.00	300.00	300.00
Sale of Other	0.00	0.00	0.00
Trade In of Equipment	0.00	0.00	0.00
Asset Sale – Gain/Loss	0.00	0.00	0.00
Operating - Conditional Grants	0.00	0.00	0.00
Capital – Conditional Grants	0.00	0.00	0.00
Total Planning & Development Services	**27,300.00**	**24,400.00**	**35,300.00**
RECREATION & CULTURE SERVICES			
Fees & Charges	0.00	0.00	0.00
Fees - Sale of Other	0.00	0.00	0.00
Trade In of Equipment	0.00	0.00	0.00
Asset Sale – Gain/Loss	0.00	0.00	0.00
Operating - Conditional Grants	0.00	0.00	0.00
Capital – Conditional Grants	0.00	0.00	0.00
Total Recreation & Culture Services	**0.00**	**0.00**	**0.00**
UTILITY SERVICES			
Water - Sales	2,200.00	2,200.00	2,200.00
Water - Discount	-100.00	-96.25	-100.00
Sewer - Charges	0.00	0.00	0.00
Sewer – Community Wells	0.00	0.00	0.00
Trade-in of Equipment	0.00	0.00	0.00
Asset Sale – Gain/Loss	0.00	0.00	0.00
Operating - Conditional Grants	0.00	0.00	0.00
Capital – Conditional Grants	0.00	0.00	0.00
Total Utility Services	**2,100.00**	**2,103.75**	**2,100.00**

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DETAILS OF REVENUE	2023 Budget	2023 Actual	Amended 2024 Budget
OTHER REVENUE			
Transfer from Reserves	0.00	0.00	54,780.00
Transfer from Surplus	275,000.00	0.00	0.00
Total Transfers	**275,000.00**	**0.00**	**54,780.00**
TOTAL REVENUE	**2,466,731.25**	**2,119,152.42**	**2,206,669.71**
TOTAL EXPENDITURES	**2,436,908.67**	**1,464,853.20**	**2,153,271.56**
NET SURPLUS/DEFICIT	**29,822.58**	**654,299.22**	**53,398.15**

Adopted by Council **December 17, 2024**

[redacted]
Reeve

[redacted]
Administrator

RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322
STATEMENT OF EXPENDITURES FOR 2024

DETAILS OF EXPENDITURES	2023 Budget	2023 Actual	Amended 2024 Budget
GENERAL GOVERNMENT SERVICES			
GG - Reeve – Indemnity	3,000.00	3,150.00	3,000.00
GG - Reeve – Kms/Expenses	306.00	315.77	320.00
GG - Council - Indemnity	14,400.00	17,900.00	18,000.00
GG - Council - Kms/Expenses	3,650.00	3,977.11	4,000.00
GG - Council - Committee Indemnity	5,000.00	5,000.00	5,000.00
GG - Council - Committee Kms/Expenses	2,400.00	1,916.44	2,400.00
GG - Council – Convention Indemnity	3,600.00	3,800.00	3,600.00
GG - Council – Convention Kms	2,400.00	1,854.29	2,400.00
GG - Council – Benefits	1,700.00	1,485.95	1,700.00
GG - Council - Other Costs/Hotels	5,000.00	3,016.36	5,000.00
GG - Council – Course Registrations	150.00	0.00	150.00
GG - Administrative Salaries	100,578.96	100,266.65	91,600.00
GG - Admin. CPP Expense	4,363.17	4,459.01	5,100.00
GG - Admin. - EI Expense	1,637.63	1,458.38	1,750.00
GG - Admin. - Superannuation (MEPP)	9,052.11	9,033.33	7,975.00
GG - Admin. - Dis. Ins., WCB, Etc.	7,237.76	7,114.44	6,928.69
GG - Admin. - Cell Phones	681.60	991.20	681.60
GG – Admin. - Training/Travel	1,562.00	1,202.13	5,112.00
GG - Contracted - Assessment	11,817.00	11,917.00	12,250.00
GG - Contracted - Legal/ISC Fees	500.00	467.00	27,500.00
GG - Contracted - Audit/Accounting	6,000.00	5,406.00	6,360.00
GG - Contracted - Memberships	3,577.17	3,577.17	3,672.08
GG - Contracted - Advertising	850.00	1,155.75	1,200.00
GG - Contracted - Website	260.92	363.99	360.00
GG - Contracted - Property Maint.	1,410.00	1,049.58	1,410.00
GG - Contracted – Insurance/Bond	18,028.44	7,391.29	13,122.70
GG - Contracted - Asset Management	170.00	169.96	170.00
GG - Contracted - Other	0.00	998.90	0.00
GG - Utilities – Power	1,363.00	944.68	1,200.00
GG - Utilities – Heat	1,269.00	670.08	1,100.00
GG - Utilities – Telephone/Internet	1,739.00	1,249.70	1,400.00
GG - Utilities – Water	392.69	296.60	350.00
GG - Utilities - Garbage & Recycling	167.79	126.74	150.00
GG - Maint – Janitor	2,988.26	2,987.91	2,988.26
GG - Maint – Repairs	282.00	214.00	282.00
GG - Maint - Stationery/Supplies	1,775.00	1,948.38	1,775.00
GG - Maint. - Postage	1,597.50	1,299.27	1,597.50
GG - Maint. - Software	29,269.50	18,208.90	17,674.50

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DETAILS OF EXPENDITURES	2023 Budget	2023 Actual	Amended 2024 Budget
GG - Maint - Copier	1,786.00	1,294.35	1,786.00
GG - Maint. - Other	0.00	0.00	0.00
GG - Grants/Donations/Contributions	1,500.00	247.62	1,500.00
GG – Amortization Expense	6,275.00	7,337.10	7,400.00
GG – Loss on Disposal of Assets	0.00	0.00	0.00
GG - Interest, Bank Charges, Mineral Tax	650.00	557.43	650.00
GG – Tax Collect/Enforcement Costs	50.00	0.00	50.00
GG – Election	500.00	0.00	500.00
GG - Xmas	0.00	141.51	600.00
GG - Other	2,500.00	-11,156.79	1,000.00
GG - Purchase of Capital Assets	7,050.00	0.00	7,050.00
GG – Allow. for Uncollectibles/TTP Loss	0.00	0.00	0.00
Total General Government Services	**270,487.47**	**225,805.18**	**279,815.32**
PROTECTIVE SERVICES			
PS - RCMP– Contracted	7,231.00	7,129.42	7,335.53
PS - Regional Emergency Mgmt - Contracted	0.00	0.00	13,200.00
PS - Bylaw Enforcement	800.00	5.01	800.00
PS - Police - Supplies	0.00	0.00	0.00
PS - Fire - Contracted Service	217.00	217.00	248.00
PS - Fire - Bldg. Inspection	0.00	0.00	0.00
PS - Fire - EMO	0.00	0.00	0.00
PS - Fire - Utility - Heat & Power	0.00	0.00	0.00
PS - Fire - Utility - Water/Other	0.00	0.00	0.00
PS - Fire - Maint. - Repair/Other	0.00	0.00	0.00
PS - Fire - Grants	15,200.00	15,200.00	69,980.00
PS – Amortization Expense	0.00	0.00	0.00
PS – Loss Disposal of Assets	0.00	0.00	0.00
PS – Other	0.00	0.00	0.00
PS - Purchase of Capital Assets	0.00	0.00	0.00
Total Protective Services	**23,448.00**	**22,551.43**	**91,563.53**
TRANSPORTATION SERVICES			
TS - Council - Indemnity	750.00	1,100.00	750.00
TS - Council - Kms/Expenses	150.00	0.00	150.00
TS - Operational – Wages	149,960.00	138,456.20	221,585.00
TS - Operational - CPP	6,811.56	6,154.33	10,434.81
TS - Operational - EI	2,441.65	2,045.98	3,607.85
TS - Operational - MEPP	13,496.40	11,435.79	19,942.65
TS - Operational - WCB & Dis. Ins	3,005.79	5,002.47	6,885.86
TS - Operational - Health & Dental	7,588.74	6,191.81	7,588.74
TS - Operational -Travel/Training	2,000.00	338.60	1,600.00
TS - Operational - Highway 317 Maintenance	90,000.00	124,640.66	90,000.00

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DETAILS OF EXPENDITURES	2023 Budget	2023 Actual	Amended 2024 Budget
TS - Contract – Ins./Licences	6,800.00	6,810.46	6,800.00
TS - Contract – Survey/Engineer	5,000.00	0.00	0.00
TS - Contract – Survey/Engineer - Highway 317	7,000.00	3,985.71	0.00
TS - Contract – Advertising	175.00	0.00	175.00
TS - Contract – Environmental - Highway 317	0.00	0.00	0.00
TS - Contract – Memberships	425.00	425.00	450.00
TS - Contract - Maint – Snow Removal	5,000.00	750.00	5,000.00
TS - Contract - Maint - Dust Control	25,000.00	16,762.66	20,000.00
TS - Contract - Maint – Road Repair	0.00	2,252.50	2,500.00
TS - Contract - Maint – Mowing	45,000.00	0.00	0.00
TS - Contract - Maint – Culverts	0.00	0.00	0.00
TS - Contract - Maint – Brush Clearing	0.00	17,413.97	151.50
TS - Contract - Construction - Highway 317	5,000.00	3,335.99	5,000.00
TS - Contract - Maint – Fencing & Cont.	0.00	0.00	0.00
TS - Utility – Shop Power	2,900.00	3,104.05	2,300.00
TS - Utility – Shop Heat	2,500.00	2,105.57	3,075.00
TS - Utility - Shop Internet	1,025.00	1,006.45	1,080.00
TS - Utility – Cell Phones	850.00	875.00	1,000.00
TS - Utility - Street Light	3,000.00	3,024.56	3,200.00
TS - Utility - Weigh Scale	700.00	492.85	523.80
TS – Maint - Workshop	2,500.00	7,362.41	2,500.00
TS – Maint. - Fuel	85,000.00	54,333.22	85,000.00
TS – Maint. - Oil/Filters	6,500.00	4,579.77	6,500.00
TS – Maint. - Blades	45,000.00	42,699.46	45,000.00
TS – Maint. - Machine Repairs	20,000.00	20,975.93	20,000.00
TS – Maint. - Equip. & Mach. Maintenance	7,500.00	5,468.95	7,500.00
TS – Maint. - Other	0.00	0.00	0.00
TS – Material – Culverts/Drainage	0.00	914.04	0.00
TS – Material – Culverts/Drainage - Highway 317	0.00	0.00	0.00
TS - Material - Surfacing/Oil/Dust Control	2,544.00	2,544.00	2,500.00
TS - Material - Signs	1,500.00	698.43	6,757.00
TS - Material - Small Tool/Equip.	5,000.00	2,642.72	4,000.00
TS - Material – Shop Supplies	4,000.00	2,118.83	4,000.00
TS - Material – Fencing	0.00	0.00	0.00
TS - Material - Fencing - Highway 317	0.00	0.00	0.00
TS - Material – Safety Clothing	0.00	0.00	600.00
TS - Material – Other	0.00	579.72	0.00
TS – Material – Gravel	325,000.00	94,996.57	280,000.00
TS – Material – Highway 317 Gravel	0.00	0.00	120,000.00
TS - Grants and Contributions	0.00	0.00	0.00
TS – Amortization Expense	345,100.00	348,229.86	355,000.00
TS – Loss Disposal of Assets	0.00	0.00	0.00
TS - Other - Fence/Grass Seed	0.00	0.00	0.00
TS - Other - Grass Seed - Highway 317	0.00	0.00	0.00

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DETAILS OF EXPENDITURES	2023 Budget	2023 Actual	Amended 2024 Budget
TS - Other – R of W/Borrow/Crop Dam.	5,000.00	1,581.08	0.00
TS - RofW/Borrow/CropDamage - Highway 317	4,500.00	1,002.45	1,500.00
TS – Equipment under $10,000	0.00	0.00	0.00
TS – Other	0.00	0.00	0.00
TS - Purchase of Building/Upgrade	0.00	0.00	0.00
TS – Purchase of Mach./Equipment	0.00	0.00	56,068.50
TS – Purchase of Assets/Roads	425,000.00	0.00	0.00
Total Transportation Services	**1,670,723.14**	**948,438.05**	**1,410,725.71**
ENVIRONMENT & PUBLIC HEALTH SERVICES			
EH - Contracted - Waste Disposal	14,000.00	13,638.50	15,080.00
EH - Contracted - Pest Control	9,000.00	6,067.59	10,400.00
EH - Contracted - Weed Control	10,000.00	5,178.92	7,500.00
EH - Contracted – Cemeteries	0.00	0.00	0.00
EH - Contracted – Other	0.00	0.00	0.00
EH - Contracted – ERP	75,000.00	0.00	0.00
EH - Maint/Supplies - Pest Control	8,000.00	11,532.80	11,000.00
EH - Maint/Supplies - Weed Control	0.00	81.50	0.00
EH - Maint/Supplies - Other	0.00	540.93	343.00
EH - Gopher Bounty	1,500.00	630.00	1,000.00
EH - Maint/Supplies - Waste Disposal	0.00	0.00	0.00
EH – Grants – Vet Levy	1,300.00	1,300.00	0.00
EH – Grants	50,000.00	49,175.09	48,200.00
EH – Amortization Expense	0.00	0.00	0.00
EH – Loss Disposal of Assets	0.00	0.00	0.00
EH - Purchase of Capital Assets	0.00	0.00	0.00
Total Environment & Public Health Services	**168,800.00**	**88,145.33**	**93,523.00**
PLANNING & DEVELOPMENT SERVICES			
P&D – Contracted – Insurance	0.00	0.00	0.00
P&D – Contracted – Other	1,000.00	900.00	1,000.00
P&D – Contracted – Services	450.00	0.00	250.00
P&D – Contracted – APAS	0.00	0.00	0.00
P&D – Kindersley Regional Airport	0.00	0.00	0.00
P&D – Amortization Expense	0.00	0.00	0.00
P&D – Loss Disposal of Assets	0.00	0.00	0.00
P&D - Purchase of Capital Assets	0.00	0.00	0.00
Total Planning & Development Services	**1,450.00**	**900.00**	**1,250.00**
RECREATON & CULTURE SERVICES			
R&C – Contracted – Insurance	0.00	0.00	0.00
R&C - Contracted - Memberships	0.00	0.00	0.00
R&C - Contracted – Library – Regional	979.60	978.36	990.00
R&C - Contracted – Library – Local	0.00	0.00	0.00

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DETAILS OF EXPENDITURES	2023 Budget	2023 Actual	Amended 2024 Budget
R&C – Grants – Operating	4,600.00	4,400.00	6,700.00
R&C – Amortization Expense	0.00	0.00	0.00
R&C – Loss Disposal of Assets	0.00	0.00	0.00
R&C – Interest	0.00	0.00	0.00
R&C - Purchase of Capital Assets	0.00	0.00	0.00
Total Recreation & Culture Services	**5,579.60**	**5,378.36**	**7,690.00**
UTILITY			
Water - Contracted Hoosier WTP	970.46	970.46	975.00
Water - Loverna Sports Grant/Rental	350.00	350.00	350.00
Water – Contracted Services	2,000.00	0.00	0.00
Water - Utility - Hoosier Power & Heat	3,800.00	3,062.95	3,800.00
Water - Utility - Loverna Pump House Power	1,300.00	717.59	1,075.00
Water - Utility - Power/Heat - Comm. Well	0.00	0.00	0.00
Water – Maint. – Repairs	10,000.00	1,107.25	5,000.00
Water - Maint. - Chemicals	3,000.00	2,173.20	3,000.00
Water - Maint. - Other	0.00	1,468.40	0.00
Water - Amortization Expense	0.00	0.00	0.00
Water – Loss on Disposal of Assets	0.00	0.00	0.00
Sewer - Contracted Service	0.00	0.00	0.00
Sewer - Maint. - Repair	0.00	0.00	0.00
Sewer - Maint. - Other	0.00	0.00	0.00
Sewer – Amortization Expense	0.00	0.00	0.00
Sewer – Loss on Disposal of Assets	0.00	0.00	0.00
Sewer - Purchase of Capital Assets	0.00	0.00	4,504.00
Total Utility Services	**21,420.46**	**9,849.85**	**18,704.00**
TRANSFERS			
Transfers to Reserves	275,000.00	163,785.00	250,000.00
Transfers to Surplus	0.00	0.00	0.00
Transfers to Allowances	0.00	0.00	0.00
Total Transfers	**275,000.00**	**163,785.00**	**250,000.00**
TOTAL EXPENDITURES	**2,436,908.67**	**1,464,853.20**	**2,153,271.56**