

R.M. of Antelope Park No. 322
Meeting Minutes
January 21, 2016 - 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 Thursday, January 21st, 2016, commencing at 7:00 p.m. in the municipal office in Marengo, Saskatchewan.

Council members in attendance were:

Reeve Gordon Dommett

Division 1: Clinton Barr

Division 2: William Warrington

Division 4: Barry Noble

Division 5: Raymond McKeary

Division 6: Eldon Roesler

Division 3 councillor Brantford Whittleton was absent.

CALL TO ORDER

Reeve Gordon Dommett called the meeting to order at 7:02 p.m.

ADOPT AGENDA

Resolution No. 2016-001

Moved By: Barry Noble

That the agenda be adopted as presented.

CARRIED

MINUTES

Resolution No. 2016-002

Moved By: Raymond McKeary

That the minutes from the meeting held on December 15th, 2015 be approved as circulated.

CARRIED

REPORTS

Resolution No. 2016-003

Moved By: Eldon Roesler

That the following board reports be filed for future reference:

Kindersley & District Plains Museum

West Central Municipal Government Committee

Kindersley Medical Arts

Major & District Fire Board

PCO Inspection Report

Rat Infestation Report

CARRIED

REVENUE AND EXPENSES**Resolution No. 2016-004****Moved By:** William H. Warrington

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

CARRIED**CORRESPONDENCE****Resolution No. 2016-005****Moved By:** Raymond McKeary

That the correspondence be filed for future reference.

CARRIED**DRILLING LICENSES****Resolution No. 2016-006****Moved By:** Barry Noble

That the following drilling licenses be approved:

Spur Resources Ltd.

1-28-32-28W3 (Karen & Kenneth Hervey)

CARRIED**BYLAW 2016-01 - BYLAW TO EXTEND THE TIME FOR PREPARATION AND ENACTMENT OF THE COUNCIL PROCEDURES BYLAW****Resolution No. 2016-007****Moved By:** Clinton Barr

That Bylaw 2016-01, a bylaw to extend the time for preparation and enactment of the council procedure bylaw be given first reading.

CARRIED**BYLAW 2016-01 SECOND READING****Resolution No. 2016-008****Moved By:** Barry Noble

That Bylaw 2016-01, a bylaw to extend the time for the preparation and enactment of the council procedures bylaw be given second reading.

CARRIED**BYLAW 2016-01 ALLOW FOR THIRD READING****Resolution No. 2016-009****Moved By:** Gordon Dommett

That the third reading of Bylaw 2016-01 be permitted at this meeting.

CARRIED UNANIMOUSLY

BYLAW 2016-01 - THIRD READING AND ADOPTION**Resolution No. 2016-010****Moved By: William H. Warrington**

That Bylaw 2016-01 be given third reading and be adopted.

CARRIED**2016 ROAD CONSTRUCTION****Resolution No. 2016-011****Moved By: Raymond McKeary**

That we contract AMEC Foster Wheeler to perform the engineering on the north pt 7-33-28W3 and the north 1/2 8-9-33-27W3.

CARRIED**TENDERS FOR 2016 ROAD CONSTRUCTION****Resolution No. 2016-012****Moved By: Raymond McKeary**

That we ^{tender} send out ~~invitational tenders~~ for the construction of the road north pt. 7-33-28W3 and the north 1/2 8-9-33-27W3 with a completion date of October 15th, 2016; fencing to be completed by the successful contractor; tenders to close on April 18th, 2016.

CARRIED**2016 WAGES****Resolution No. 2016-013****Moved By: William H. Warrington**

That the following wage increases be approved and come into effective January 1st, 2016:

	<u>2015 Wage</u>	<u>Increase</u>	<u>2016 Wage</u>
Marvin Mohr	\$34.00	\$1.00	\$35.00
Gerry Heeks	\$30.00	\$0.00	\$30.00
Kevin Rea	\$32.00	\$1.00	\$33.00
Mower Operator	\$22.00	\$1.00	\$23.00

CARRIED**PROGRESSIVE DISCIPLINARY POLICY****Resolution No. 2016-014****Moved By: William H. Warrington**

That the progressive disciplinary policy for employees of the Rural Municipality of Antelope Park No. 322, attached hereto and forming part of these minutes be adopted with an effective date of January 21st, 2016.

CARRIED

2016 CUSTOM WORK RATES**Resolution No. 2016-015****Moved By: Clinton Barr**

That the municipal custom work (machine and operator) rates for 2016 are as follows:

Machine	Hourly Rate - Ratepayers only (includes operator)
Volvo Grader	\$100.00
Terex TS14B	\$100.00
Backhoe	\$60.00
Tractor and Mower	\$120.00
Tractor and Rock Picker	\$120.00
Tractor and Grass Seeder	\$100.00
Loader	\$100.00
Grader with Packer	\$120.00
Spreader Truck	\$100.00
1993 Ford Truck	\$75.00

CARRIED**HOOSIER WATER TREATMENT PLANT QUARTERLY PAYMENTS****Resolution No. 2016-016****Moved By: Gordon Dommctt**

That we issue cheques at the following intervals to Gerry Heeks for the contracted work at the Hoosier water treatment plant; Mr. Heeks to complete the work at the Hoosier WTP for \$80.00 per month:

January, February, March - cheque in the amount of \$240.00 issued at March meeting of council;

April, May, June - cheque in the amount of \$240.00 issued at June meeting of council;

July, August, September - cheque in the amount of \$240.00 issued at September meeting of council;

October, November, December - cheque in the amount of \$240.00 issued at December meeting of council.

CARRIED**CANADA SUMMER JOBS****Resolution No. 2016-017****Moved By: William H. Warrington**

That we table the discussion of applying for a summer student through the Canada Summer Jobs program until the regular meeting of council in February 2016.

CARRIED

BOARD OF REVISION MEMBERS**Resolution No. 2016-018****Moved By:** Barry Noble

That as the following Rural Municipality of Milton No. 292 council members have agreed to participate in a Board of Revision, that we appoint the following members to the Rural Municipality of Antelope Park No. 322 Board of Revision for 2016:

David Bond
Dave Chudyk
James Loken

CARRIED**BOARD OF REVISION REMUNERATION****Resolution No. 2016-019****Moved By:** Gordon Dommert

That the remuneration for the Board of Revision members for the Rural Municipality of Antelope Park No. 322 be set at \$150.00 per meeting and \$0.65/km for mileage.

CARRIED**BOARD OF REVISION SECRETARY****Resolution No. 2016-020****Moved By:** Clinton Barr

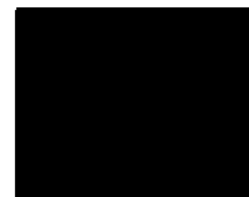
That we appoint Candace Dueck as the Board of Revision secretary for 2016.

CARRIED**BOARD OF REVISION SECRETARY REMUNERATION****Resolution No. 2016-021****Moved By:** Barry Noble

That the 2016 remuneration for the Board of Revision secretary be set at \$150.00 per meeting and \$0.65/km for mileage.

CARRIED**FIDELITY BOND****Resolution No. 2016-022****Moved By:** Raymond McKeary

That the administrator's fidelity bond issued by SARM and renewed annually, be noted in the minutes as having been examined at the first meeting of 2016.

CARRIED

SASKATCHEWAN LOTTERIES GRANT**Resolution No. 2016-023****Moved By:** Clinton Barr

That we apply to Sask Lotteries for the Sask Lotteries Grant 2017 in the amount of \$6.35 per capita.

CARRIED**2016 DONATIONS****Resolution No. 2016-024****Moved By:** Gordon Dommett

That the following donations for 2016 be approved:

\$100.00 Donations

Canadian Cancer Society	The Salvation Army
Sask Abilities Council	Sask. Lung Association
Canadian Red Cross	Mental Health Association
Camp Easter Seal	Hoosier Rec. Board
Loverna Sports Club	Major Rec. Board
Westcliffe Composite School - Awards Night	

\$150.00 Donations

District 24 4H Foundation

\$200.00 Donations

Ronald McDonald House	Saskatchewan Crime Stoppers
Kindersley Music Festival	

\$500.00 Donations

West Central Crisis Centre
Heritage Manor Auxiliary
Leipzig Serenity Retreat

\$1,000.00 Donations

Kindersley Plains Museum

\$5,000 Donations

KAC Fire Association

\$8,000 Donations

STARS (donation made through SARM)

CARRIED

9:00 p.m. - Eldon Roesler declared a pecuniary interest and left the room.

TRANS CANADA TRAIL - PURCHASE LAND FOR RIGHT OF WAY

Resolution No. 2016-025

Moved By: Raymond McKeary

That we purchase 0.08 acres from the following land in order for the land to be included in the existing right of way:

NE 24-33-29W3 Plan 102080337 Ext 0

CARRIED

9:02 p.m. - Eldon Roesler returned to the board room.

ACCOUNTS

Resolution No. 2016-026

Moved By: William H. Warrington

That the following accounts be approved for payment:

Cheque No.	Payee	Description	Amount
EFT	HEEKS, Gerry	Wages, December 5 - 18, 2015	151.68
EFT	MEARS, Trina	Wages, December 5 - 18, 2015	890.14
EFT	MOHR, Marvin	Wages, December 5 - 18, 2015	999.39
EFT	REA, Kevin	Short-term disability, December 5 - 18, 2015	1,259.22
EFT	DUECK, Candace	Wages, December 5 - 18, 2015	1,351.06
EFT	BUSBY, Robin	Salary, December 5 - 18, 2015	2,069.12
EFT	MEARS, Trina	Wages, December 19-31, 2015	722.63
EFT	DUECK, Candace	Wages, December 19-31, 2015	1,008.60
EFT	REA, Kevin	Short-term disability, December 19-31, 2015	1,225.04
EFT	SaskTel	RM Shop	64.39
EFT	SaskTel	Cell phones	120.43
EFT	Sask Energy	Loverna Fire Hall	34.27
EFT	Sask Energy	RM Shop	183.51
EFT	Sask Energy	Hoosier TG	218.34
EFT	SaskPower	RM Shop	19.83
EFT	SaskPower	Loverna Fire Hall	41.34
EFT	SaskPower	Hoosier TG	61.05
EFT	SaskPower	Loverna Pump House	66.15
EFT	SaskPower	Loverna Street Lights	76.80
EFT	SaskPower	Hoosier Street Lights	115.20
EFT	MOHR, Marvin	Wages, January 1-15, 2016	168.04

EFT	MEARS, Trina	Wages, January 1-15, 2016	1,016.19
EFT	DUECK, Candace	Salary, January 1-15, 2016	1,269.58
EFT	REA, Kevin	Short-term disability, January 1-15, 2016	1,304.56
EFT	BUSBY, Robin	Salary, January 1-15, 2016	2,005.12
7031	CANCELLED		
7032	CANCELLED		
7033	Amec Foster Wheeler	Disturbance surveying	476.96
7034	Brantford Whittleton	Councillor Indemnity & Mileage - Committees	254.00
7035	Gordon Dommett	Reeve Indemnity & Mileage - Committees	75.00
7036	Information Services Corporation	Register tax lien	51.94
7037	Receiver General	Remittance - December 2015	4,607.43
7038	Sun West S.D. No. 207	Remittance - December 2015	12,560.24
7039	Living Sky S.D. No. 202	Remittance - December 2015	12,891.56
7040	SMHI	Remittance - December 2015	18,445.45
7041	M.E.P.P.	Remittance - December 2015	2,636.88
7042	CUETS Financial	Backhoe batteries	283.80
7043	CUETS Financial	Christmas Supper	434.34
7044	APAS	2016 Membership	4,032.94
7045	Waste Management of Canada Corporation	Garbage Bins	3,986.05
7046	Minister of Finance, PST	2015 PST payable on Alberta purchases	690.33
7047	All-Net.ca	Software support	2,197.26
7048	Barry Noble	ROW purchase NE 24-32-29-3	500.00
7049	City of Prince Albert	2016 dispatching services	187.50
7050	Clinton Barr	2016 Land rental - gravel stockpile	200.00
7051	Federation of Canadian Municipalities	Membership 2016/17	71.38
7052	Gordon Richard Berry	ROW purchase W 1/2 32-29-3	1,000.00
7053	CANCELLED		
7054	Gordon Dommett	2016 Land rental - gravel stockpile	200.00
7055	Jacob Zlatner	ROW purchase SW 17-33-27-3	500.00
7056	Kindersley (& District) Co-op Ltd.	Oil and fuel	545.49
7057	Larry Mann	PCO Contract - Jan 2016	1,312.50
7058	Leonard Baier and Claudia Baier	ROW purchase NE 23-32-29-3	500.00
7059	Loverna Sports Club	2016 Grant - Cistern	350.00
7060	Major & District Fire Board	2016 Levy	6,000.00
7061	Ministry of Agriculture-Lands Branch	Quarry Leases	286.02
7062	SARM	Bond, insurance and benefits	9,896.56
7063	Wheatland Regional Library	First half 2016 Library Levy	555.00
7064	Gordon Dommett	Reeve indemnity and mileage	239.00

7065	Clinton Barr	Councillor indemnity and mileage	222.10
7066	William Warrington	Councillor indemnity and mileage	229.90
7068	Barry Noble	Councillor indemnity and mileage	250.70
7069	Raymond McKeary	Councillor indemnity and mileage	254.60
7070	Eldon Roesler	Councillor indemnity and mileage	272.80

CARRIED

ADJOURN

Resolution No. 2016-027

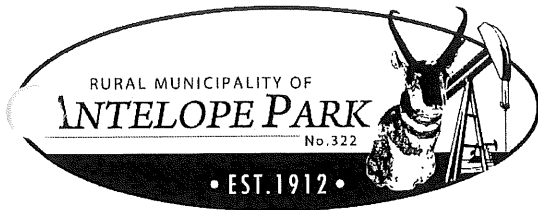
Moved By: Raymond McKeary

That this meeting now adjourn at 9:35 p.m.

CARRIED


Reeve


Administrator



Progressive Disciplinary Policy
Adopted by resolution: January 21st, 2016
Effective: January 21st, 2016

Policy Intent

The Rural Municipality of Antelope Park No. 322 has adopted a policy of Progressive Discipline for outside employees to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise. The Rural Municipality of Antelope Park No. 322 has established a set of reasonable rules and guidelines for employees to follow. This policy has been adopted by council to ensure that employee safety, and the overall protection of the Rural Municipality of Antelope Park No. 322 employees, property, and municipal practices.

This policy shall:

1. Outline the steps taken for progressive discipline
2. Summarize prohibited actions and behaviours
3. Detail the procedures for documentation and investigation of prohibited actions and behaviours;
4. Discuss the possible resolution provided by progressive disciplinary actions;
5. Describes the appeals process

Progressive Discipline

In the event that an employee of the Rural Municipality of Antelope Park No. 322 violates municipal policy or exhibits problematic behavior, a system of progressive discipline shall be utilized where possible.

Employees will be given three opportunities to correct the unwanted behavior.

With each infraction or apparent problem, the employee will be provided with a written warning to alert them to the problem, provide a reiteration of the correct municipal policy regarding the violation, advise them of the consequences associated with further infractions, and provide a suggestion towards a method of improvement.

If no further infractions of the policy in question occur after the initial written warning, no further disciplinary action shall follow.

As the situation dictates, the Rural Municipality of Antelope Park No. 322 reserves the right to skip the three step disciplinary process and move straight to termination where necessary.

The number of offences is accumulative and maybe for different offences.

Prohibited Actions and Behaviours

Category One (1)

- Category one (1) is comprised of minor offences that are subject to progressive disciplinary action.
- First offence for any category 1 violation shall result in a written warning, and the employee shall be advised that further violations may result in a suspension or termination of employment.
- Second offence shall result in a written warning in conjunction with the possibility of suspension or termination of employment. The employee shall be advised that further violations will result in the termination of employment.
- Third offence shall result in the employee's termination of employment with the Rural Municipality of Antelope Park No. 322.

Category One (1) Offences

- Arriving to work late with reasonable cause
- Failure to properly report workplace absenteeism or failure to provide reasonable cause for an absence from the workplace.
- Job abandonment without prior authorization, with the exception of scheduled breaks
- Disorderly, immoral, or indecent conduct on municipal premises
- Creating a disturbance that interferes with the normal job activities of other employees.
- Failing to successfully meet goals, deadlines or job requirements
- Willful non-compliance with occupational health and safety regulations and/or municipal policies.
- Causing an unsafe work environment, and thereby endangering the safety of the Rural Municipality of Antelope Park No. 322 employees and residents.
- Engaging in malicious gossip and/or the spreading of rumors.
- Purchases of supplies or equipment not authorized by the Rural Municipality of Antelope Park No. 322 foreman.

Category 2

Category two is comprised of offences that are considered to be of substantially offensive nature, and are dealt with accordingly.

First offence of any category 2 offence violation shall result in either the immediate suspension or termination of employment of the employee.

Category Two (2) Offences

- Possession of alcohol, narcotics, or non-prescribed pharmaceuticals while on municipal property of while working for the municipality.
- Reporting for work while under the influence of alcohol, narcotics or non-prescribed pharmaceuticals.
- Workplace violence, including but not limited to: fighting assault, harassment, or possession of a weapon.
- Willful destruction of another employee's property, the Rural Municipality of Antelope Park No. 322's property.
- Theft, including physical and intellectual properties.
- Insubordination (willful disregard for a lawful order from a supervisor)

Investigation and Documentation

All violations or alleged violations of municipal policy, or offences as outlined above, shall be properly investigated and documented by the Administrator.

All measures taken in the discipline process shall be documented.

The Rural Municipality of Antelope Park No. 322 shall retain all documentation in the employee's file for future reference.

Termination of Employment

Termination of employment with the Rural Municipality of Antelope Park No. 322 may occur following an employee committing multiple violations of municipal policy, after the logical steps of the disciplinary action have been taken.

Termination of employment may be necessary, and immediate following a severe violation of municipal policy.

Termination of an employee when required will be performed with the supervisor and the Reeve present.

Appeals

In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with council.

Written appeals shall contain documentation supporting the appeal.

The Rural Municipality of Antelope Park No. 322 council shall review and respond to all written appeals.

Acknowledgement and Agreement

I _____ acknowledge that I have read and understand the Progressive Discipline Policy for the Rural Municipality of Antelope Park No. 322. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth by this policy, I may face corrective action.

Name: _____

Signature: _____

Date: _____

Witness: _____



R.M. of Antelope Park No. 322

Meeting Agenda

January 21, 2016 - Regular Meeting of Council - 7:00 p.m.

1. Call to order

2. Adopt Agenda

3. Minutes

 [2015-12-15 RM 322 Minutes](#)

4. Conflict of Interest/Public Disclosure Statements

5. Reports

 [PCO Inspection Report - December 2015](#)

6. Revenue and Expenses

 [Change in Income - December 31, 2015](#)

 [Balance Sheet - December 2015](#)

7. Correspondence

 [SARM Update - December 2015](#)

 [SARM - 2016 Membership Fees](#)

 [SARM - MLDP Modules](#)

 [SARM - Excess Liability Insurance for 2016](#)

 [SARM - COOL Press Release](#)

 [SARM - 2016 Fees Update](#)

 [SARM - 2016 Annual Convention Resolution Deadline](#)

 [SARM - Civic Addressing Signage Update](#)

 [SARM - Proposed Bylaw Changes](#)

 [SARM - Provincial Election Brochure](#)

 [SARM - Federal Budget Media Release](#)

 [SARM - 2016 Provincial Budget Media Release](#)

-  [Carmen Sterling -Election Letter](#)
-  [Harvey Malanowich Election Letter](#)
-  [APAS in Action - December 2015](#)
-  [South Sask River Watershed](#)
-  [Hudson Bay Route Association - 2016 Membership Invoice](#)
-  [Western Regional Landfill Board Meeting - Request for Expression of Interest](#)
-  [Western Regional Landfill Board Meeting Minutes - REOI](#)
-  [Ag Health and Safety Network - Division 6 Committee Member](#)
-  [SAMA 2016 Annual Meeting - April 26th, 2016 Saskatoon](#)
-  [Saskatchewan Municipal Hail Insurance - 2015 Losses](#)

8. Drilling Licenses

9. Bylaw 2016-01 - Bylaw to Extend the Time for Preparation and Enactment of the Council Procedures Bylaw

-  [Bylaw 2016-01 - Bylaw to Extend the Time for Preparation and Enactment of the Council Procedures Bylaw 1](#)

10. Bylaw 2016-01 Second Reading

11. Bylaw 2016-01 Allow for Third Reading

12. Bylaw 2016-01 - Third Reading and Adoption

13. 2016 Equipment Purchases

14. 2016 Road Construction

-  [Proposed Project #1 - Hjalte Road West to Loverna Grid \(1.5 km\) \\$223,100](#)
-  [Proposed Project #2 - Hjalte Road East to Hwy 317 \(3.7 km\) \\$517,986](#)
-  [Proposed Project #3 - Berry Road West \(2.10 km\) \\$354,822](#)

15. Tenders for 2016 Road Construction

16. 2016 Wages

-  [2015 Wages](#)

17. Progressive Disciplinary Policy

-  [Progressive Disciplinary Policy](#)

18. 2016 Custom Work Rates

 2015 Custom Work Rates

- 19. Hoosier Water Treatment Plant Quarterly Payments**
- 20. Canada Summer Jobs**
- 21. Board of Revision Members**
- 22. Board of Revision Remuneration**
- 23. Board of Revision Secretary**
- 24. Board of Revision Secretary Remuneration**
- 25. Fidelity Bond**
- 26. Saskatchewan Lotteries Grant**
- 27. 2016 Donations**

 2015 Donations

- 28. Hjalte Ranch Right of Way Purchase**
- 29. Trans Canada Trail - Purchase land for Right of Way**
- 30. Reserve in seperate bank account**
- 31. Cleanup of old buildings in Loverna**
- 32. SARM Convention - Regina - March 7-10, 2016**
- 33. Date of Next Meeting**
- 34. Accounts**
-  Accounts up to January 22, 2016
- 35. Adjourn**