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, October 21, 2025 at the Marengo Municipal Office located at 20 1st Avenue North in Marengo, Saskatchewan.

Newly Elected Member of Council Oath was signed by Darren Comstock.

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: Darren Comstock
Division 3: Clay Patton
Division 4: Barry Noble
Division 6: Eldon Roesler

Chad Bouchard division 5 council member was absent.

The following staff members were in attendance:
Administrator: Lisa Ensor

AGENDA

2025-205 **JOEL HAMM** – That the agenda was reviewed by council and will be used as a guideline for this meeting and that we approve the following changes:

Additions:
Appoint Deputy Reeve
Amend Resolution # 2024-251
Amend Resolution # 2025-188
SARM Mid-Term Convention November 5-6, 2025
2025 Tax Assessment Roll Confirmation
Request for Temporary Workspace SE 19-33-27-W3
Permit to Operate a Water Works
Joint Committee Report

Deletions:
Oath or Affirmation – Newly Elected Members of Council

CARRIED UNANIMOUSLY

MINUTES

2025-206 **CLAY PATTON** – That the minutes from the regular meeting of council held on September 16, 2025 be approved as circulated.

CARRIED

[redacted]

REPORTS

2025-207 **BARRY NOBLE** – That the following board reports be acknowledged as received and be filed:

Kindersley & District Plains Museum
West Central Municipal Government Committee (WCMGC)
North West Municipalities Association (NWMA)
Kindersley Medical Arts
Kindersley Health and Wellness Foundation Inc.
KLD Wellness Foundation Inc.
Major & District Fire Board
PCO Monthly Report
Road Data Reports
Prairie Winds Emergency Planning District
HR Committee Report
Foreman's Report

CARRIED

FINANCIAL REPORTS

2025-208 **DARREN COMSTOCK** – That the statement of financial activities and bank reconciliations for August 2025 and September 2025 be approved as presented.

CARRIED

ADMINISTRATOR'S HOURS

2025-209 **JOEL HAMM** – That the Administrator's hours for September 2025 be acknowledged as received and filed.

CARRIED

CORRESPONDENCE

2025-210 **ELDON ROESLER** – That we acknowledge receipt of the following correspondence and file for the future reference:

Saskatchewan Association of Rural Municipalities (SARM)
Rural Dart – September 2, 2025
Rural Dart – September 9, 2025
Rural Dart – September 16, 2025
Rural Dart– September 23, 2025
Rural Sheaf – September 2025
Rural Councillor Fall 2025

Saskatchewan Ministry of Government Relations
Municipalities Today September 2025

Marty Le Gallez – CUPW
Email – September 24, 2025

CARRIED

[redacted]

SARM MID-TERM CONVENTION NOVEMBER 5-6, 2025

2025-211 **CLAY PATTON** – That Joel Hamm be appointed as our voting delegate for the SARM Annual Convention to be held in Regina on November 5-6, 2025.

CARRIED

SARM MID-TERM CONVENTION NOVEMBER 5-6, 2025

2025-212 **CLAY PATTON** – That Joel Hamm attend the SARM Annual Convention to be held in Regina on November 5-6, 2025.

CARRIED

RETIREMENT GIFT POLICY

2025-213 **JOEL HAMM** – That the Retirement Gift Policy attached hereto and forming part of these minutes be approved.

CARRIED

RETIREMENT GIFT – KEN MIELKE

2025-214 **DARREN COMSTOCK** – That we instruct the Administrator to purchase a gift card from Cabela's in the amount of $1,000.00 as a retirement gift for Ken Mielke.

CARRIED

FOREMAN'S POSITION

2025-215 **JOEL HAMM** – That we offer the Foreman's position to Jared Weinkauf at an annual salary of $100,841.00; upon acceptance wages will be back dated to October 6, 2025.

CARRIED

VIDEO SURVEILLANCE POLICY

2025-216 **JOEL HAMM** – That we instruct the Administrator to create a video surveillance policy and ask the RM of Milton No. 292 if they wish to share any legal costs to complete a policy that can be utilized for both RM's.

CARRIED

APPOINT DEPUTY REEVE

2025-217 **JOEL HAMM** – That Barry Noble be appointed as Deputy Reeve ongoing.

CARRIED

AMEND RESOLUTION #2024-251

2025-218 **DARREN COMSTOCK** – That resolution 2025-251 be amended by crossing out "2025" and adding "19th Edition 2026".

CARRIED

[redacted]

AMEND RESOLUTION #2025-187

2025-219 **CLAY PATTON** – That resolution 2025-187 be amended be adding ".14" to the end of $55, 232, crossing out "5" in $67, 315 and adding "2", and adding "carried" to the resolution.

CARRIED

2025 TAX ASSESSMENT ROLL CONFIRMATION

2025-220 **CLINTON BARR** – That the 2025 Tax Assessment Roll Confirmation Certificate provided by SAMA be acknowledged as received and filed for future reference.

CARRIED

DEVELOPMENT PERMIT

2025-221 **ELDON ROESLER** – That the following development permit application be acknowledged as approved by the council:

Teine Energy Ltd.

Temporary Works Space SE 19-33-27 W3 File 2025-26138

CARRIED

ROAD ALLOWANCE MAINTENANCE POLICY

2025-222 **ELDON ROESLER** – That the Road Allowance Maintenance Policy be tabled to the next meeting of council.

CARRIED

JOINT ADMINISTRATION AGREEMENT

20205-223 **JOEL HAMM** – That the Joint Administration Agreement be tabled to the next meeting of council.

CARRIED

SICK DAY POLICY

2025-224 **DARREN COMSTOCK** – That the Sick Day Policy attached hereto and forming part of these minutes be approved by council.

CARRIED

BEREAVEMENT POLICY

2025-225 **CLAY PATTON** – That the Bereavement Policy attached hereto and forming part of these minutes be approved by council.

CARRIED

[redacted]

BYLAW 2025-06 A BYLAW TO AUTHORIZE CERTAIN EXPENDITURES

2025-226 **BARRY NOBLE –** That Bylaw 2025-06, A bylaw to authorize certain expenditures, be given first reading.

CARRIED

2025-227 **JOEL HAMM –** That Bylaw 2025-06 be given a second reading.

CARRIED

2025-228 **CLAY PATTON** – That the third reading of Bylaw 2025-06 be permitted at this meeting.

CARRIED UNANIMOUSLY

2025-229 **ELDON ROESLER –** That Bylaw 2025-06, a bylaw to authorize certain expenditures, be given a third reading and be adopted.

CARRIED

PERMIT TO OPERATE WATERWORKS WELL NO 1 – HAMLET OF HOOSIER

2025-230 **JOEL HAMM** – That we apply for the required Permit to Operate a Waterworks for the purpose of providing a non-potable hygienic water supply.

CARRIED

ACCOUNTS

2025-231 **CLAY PATTON –** That the list of accounts, attached hereto and forming part of these minutes, including cheque number 10461 to 10483 in the amount of $65,153.22 online banking payments in the amount of $1,684.12 and EFT cheque numbers 990762 to 990796 in the amount of $800,707.31 be approved for payment.

CARRIED

ADJOURN

2025-232 **BARRY NOBLE** – That we adjourn this meeting at 10:17 p.m.

CARRIED

[redacted]
Reeve

[redacted]
Administrator

November 18, 2025 – 7:00 p.m. - Regular meeting of council

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

Retirement Gift Policy

The R.M. of Antelope Park No. 322 will present a retirement gift to retiring municipal employees based on the number of years of continuous service to the RM. Retirement gifts will not be presented to employees that leave employment with the RM through resignation or termination. Retirement gifts will only be presented to employees with a minimum of 1 year of service.

Retiring employees will be presented with a minimum retirement gift using the following calculation or increased at the discretion of council:

Years of Service * $100.00 = Amount of retirement gift

Maximum amount received by any employee regardless of years of service will be $2,000.

Resolution No. 2025-213

October 21, 2025

[redacted]

RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322

SICK DAY POLICY

PURPOSE

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

POLICY

This version of the Sick Day Policy passed by resolution of council this October 21, 2025 replaces the Sick Day Policy passed by Resolution No. 2022-063 and applies to all employees except for Administration employees, which the Joint Administration Agreement will govern.

Full-Time Employees – Maximum of twelve (12) paid sick days per annum will be available to permanent full-time employees and are accrued at one (1) day per month starting January 1st each year.

Seasonal Employees – Maximum of seven (7) paid sick days per season will be available to seasonal employees during each seasonal term of employment and are accrued at one (1) day per month starting the first month of employment.

Sick days may be used for:

- Personal Illness
- Medical or Dental appointments

Days are considered as their regular working hours scheduled at the time of leave. Sick days will act as credits and have no monetary value and cannot be rolled over into the following year. No compensation will be provided at the end of the employee's tenure with the Municipality for unused sick day credits, nor are they acceptable to be used in lieu of notice.

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 within a four (4) week period, 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

1. Any employee with a sick leave that lasts over seven (7) days must apply to SARM for Short Term Disability benefits.
2. 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.

This Sick Day Policy will be occasionally reviewed and may be replaced, amended, or cancelled at any time by resolution of council.

Resolution No. 2025-224 [redacted]
Date: October 21, 2025

RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322

BEREAVEMENT POLICY

PURPOSE

The purpose of this policy is to provide an outline for paid bereavement leave.

POLICY

All employees be granted ten (10) days of paid leave for bereavement due to the death of immediate family and five (5) days of paid leave for bereavement due to the death of an extended family member. Days are considered as their regular working hours scheduled at the time of leave.

Paid days off are to be taken within the period commencing on the death of the family member and may be taken in 1 or 2 periods only, starting on the day the death occurs and ending six (6) weeks after the date of the funeral, burial, or memorial service.

Definition of "immediate family" will be taken from *The Canada Labour Standards Regulations*

This Bereavement Policy replaces any previous versions and will be occasionally reviewed and may be replaced, amended, or cancelled at any time by resolution of council.

Resolution No. 2025-225
Date: October 21, 2025

[redacted]

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

Date Printed
2025-10-20 4:31 PM

Batch: 2025-00077 to 2025-00084

Bank Code - Bank1 - Main Demand

COMPUTER CHEQUE

Payment #	Date	Vendor Name / Invoice #	Reference	Invoice Amount	Payment Amount
10461	**2025-09-16**	**Dan's Contracting Ltd.**			
		DCL2025-005	Contracted-Weed Control	7,481.25	7,481.25
10462	**2025-09-30**	**Prairie Bylaw**			
		019-2025 Jul2	Bylaw Services	341.66	341.66
10463	**2025-10-21**	**VOID - Printing error**			
10464	**2025-10-21**	**102039456 Sask Corp.**			
		GCPRebate2025	SARM Gopher Control Program R	1,814.00	1,814.00
10465	**2025-10-21**	**628514 Saskatchewan Ltd.**			
		3191	Gravel Spread - Sep 2025	21,756.00	21,756.00
10466	**2025-10-21**	**Anavets Magazine**			
		N0219254T----	1/8 page Ad	460.95	460.95
10467	**2025-10-21**	**B & T Mears Enterprises Inc.**			
		1867	Schulte Mower Tire repair	38.85	38.85
10468	**2025-10-21**	**Berry, Alan**			
		GCPRebate2025	SARM Gopher Control Program R	154.00	154.00
10469	**2025-10-21**	**Bradley Directories**			
		101614	Map - Update Assessments	350.00	350.00
10470	**2025-10-21**	**Fischer, Corey & Joann**			
		GCPRebate2025	SARM Gopher Control Program R	196.00	196.00
10471	**2025-10-21**	**Integra Tire**			
		KINR088283	Tire Changeover/Repair	1,357.01	1,357.01
10472	**2025-10-21**	**Kindersley & District Co-op**			
		Fuel Stmt ---09	Bulk Fuel Sep	7,174.17	
		#3934	Shop Supplies	15.00	
		#4032	Grease	73.44	
		#4142	DEF	1,242.39	
		#4169	Credit DEF Tote Deposit	-300.00	8,205.00
10473	**2025-10-21**	**Loverna Cemetery Club**			
		GR#250035-001	English, Boyd - 1 plot	50.00	50.00
10474	**2025-10-21**	**Materi, Payten**			
		2025-09	PCO Contract	265.80	265.80
10475	**2025-10-21**	**The Royal Canadian Legion**			
		2026 Book	Military Service Recognition Book	285.00	285.00
10476	**2025-10-21**	**RM of Milton No 292**			
		2025-00094	Glue boards - Crickets in shop	10.00	
		2025-00096	Administrator Salary & Benefits (Ju	4,161.16	
		2025-00098	Share of M.D. Feasibility Study	8,355.07	
		2025-000101	Joint Admin Payroll Costs - Sep	2,859.96	15,386.19
10477	**2025-10-21**	**Rocky Mountain Equipment**			
		W24291	Case Tractor - Windshield Prep	3,540.90	3,540.90
10478	**2025-10-21**	**Roesler Contracting Ltd**			
		Refund2025	Refund of tax overpayment	63.86	63.86
10479	**2025-10-21**	**Speedy Glass**			
		8774-11571711	Case Tractor - Windshield	2,505.84	2,505.84
10480	**2025-10-21**	**VOID - Printing error**			
10481	**2025-10-21**	**Comstock, Darren**			
		IND Mtg 2025-10	Councillor Indemnity & Mileage	258.41	258.41

[redacted]

Rural Municipality of Antelope Park No. 322
List of Accounts for Approval
Batch: 2025-00077 to 2025-00084

COMPUTER CHEQUE

Payment #	Date	Vendor Name / Invoice #	Reference	Invoice Amount	Payment Amount
10482	**2025-10-21**	**Noble, Barry**			
		IND Mtg2025-10	Councillor Indemnity & Mileage	308.50	308.50
10483	**2025-10-21**	**Roesler, Eldon**			
		IND Mtg2025-Oct	Councillor Indemnity & Mileage	334.00	334.00
				Total Computer Cheque:	65,153.22

ONLINE BANKING

Payment #	Date	Vendor Name / Invoice #	Reference	Invoice Amount	Payment Amount
2025102101	**2025-10-21**	**Loraas Disposal North Ltd.**			
		0000566493	Garbage Bins Hoosier & Loverna	1,528.72	1,528.72
2025102102	**2025-10-21**	**SARM**			
		23959	Legal Advice	155.40	155.40
				Total Online Banking:	1,684.12

Total Bank1: 66,837.34

[redacted]

Bank Code - EFT - Paid Electronically

COMPUTER CHEQUE

Payment #	Date	Vendor Name / Invoice #	Reference	Invoice Amount	Payment Amount
990762	**2025-09-12**	**Payroll - Scotia EFT**			
		MakraWPP25-19	Wages, 24 Aug - 06 Sep 2025	1,043.86	
		MayVPP2025-19	Salary, 24 Aug - 06 Sep 2025	1,780.93	
		MearsTPP2025-19	Wages, 24 Aug - 06 Sep 2025	1,611.63	
		MielkePP2025-19	Salary, 24 Aug - 06 Sep 2025	2,555.06	
		ReaCPP2025-19	Salary, 24 Aug - 06 Sep 2025	1,713.81	
		RiouA2025-19	Wages, 24 Aug - 06 Sep 2025	2,184.15	
		WeinkJPP2025-19	Wages, 24 Aug - 06 Sep 2025	2,313.78	13,203.22
990763	**2025-09-15**	**SaskEnergy**			
		Shop 2025-08	Grader Shop	54.68	54.68
990764	**2025-09-15**	**SaskEnergy**			
		HTG 2025-08	Hoosier TG	56.50	56.50
990765	**2025-09-15**	**SaskPower**			
		LPH 2025-08	Loverna Pump House	47.18	47.18
990766	**2025-09-15**	**SaskPower**			
		HTG 2025-08	Hoosier TG	68.63	68.63
990767	**2025-09-15**	**SaskPower**			
		LSL 2025-08	Loverna Street Lights	90.97	90.97
990768	**2025-09-15**	**SaskPower**			
		Shop 2025-08	Hoosier Grader Shop	136.22	136.22
990769	**2025-09-15**	**SaskPower**			
		HSL 2025-08	Hoosier Street Lights	136.46	136.46
990770	**2025-09-23**	**ScotiaBank VISA**			
		Stmt15Sep2025	Weigh scale maintenance	2,664.00	2,664.00
990771	**2025-09-30**	**Payroll - Scotia EFT**			
		MakraWPP25-20	Wages, 07 - 20 Sep 2025	909.19	
		MayVPP2025-20	Salary, 07 - 20 Sep 2025	1,740.93	
		MearsTPP2025-20	Wages, 07 - 20 Sep 2025	1,538.69	
		MielkePP2025-20	Salary, 07 - 20 Sep 2025	2,633.89	
		ReaCPP2025-20	Salary, 10 - 23 Aug 2025	1,673.81	
		RiouA2025-20	Wages, 07 - 20 Sep 2025	2,213.98	
		WeinkJPP2025-20	Wages, 07 - 20 Sep 2025	2,139.23	12,849.72
990772	**2025-10-21**	**VOID - Wrong pmt date**			
990773	**2025-10-21**	**VOID - Wrong pmt date**			
990774	**2025-10-21**	**VOID - Wrong pmt date**			
990775	**2025-10-21**	**VOID - Wrong pmt date**			
990776	**2025-10-21**	**VOID - Wrong pmt date**			
990777	**2025-10-21**	**VOID - Wrong pmt date**			
990778	**2025-10-21**	**VOID - Wrong pmt date**			
990779	**2025-10-10**	**MEPP**			
		AP1PP2025-09	Remittance Sep 2025	7,025.08	7,025.08
990780	**2025-10-10**	**Minister of Finance**			

[redacted]

Rural Municipality of Antelope Park No. 322
List of Accounts for Approval
Batch: 2025-00077 to 2025-00084

COMPUTER CHEQUE

Payment #	Date	Vendor Name / Invoice #	Reference	Invoice Amount	Payment Amount
		LS Remit2025-09	EPT Remittance - Monthly	366,421.78	366,421.78
990781	**2025-10-10**	**Ministry of Finance**			
		SW Remit2025-09	EPT Remitance - Monthly	349,953.05	349,953.05
990782	**2025-10-10**	**Payroll - Scotia EFT**			
		MakraWPP25-21	Wages, 21 Sep - 04 Oct 2025	948.88	
		MayVPP2025-21	Salary, 21 Sep - 04 Oct 2025	1,780.93	
		MearsTPP2025-21	Wages, 21 Sep - 04 Oct 2025	1,385.87	
		MielkePP2025-21	Salary, 21 Sep - 04 Oct 2025	4,260.52	
		ReaCPP2025-21	Salary, 21 Sep - 04 Oct 2025	1,713.81	
		RiouA2025-21	Wages, 21 Sep - 04 Oct 2025	2,021.04	
		WeinkJPP2025-21	Wages, 21 Sep - 04 Oct 2025	2,422.70	14,533.75
990783	**2025-10-10**	**SMHI**			
		Remit 2025-09	Monthly Remittance - Sep	19,021.81	19,021.81
990784	**2025-10-10**	**Swift-net.ca**			
		2025-09	Shop Internet Service Sep	99.79	99.79
990785	**2025-10-10**	**Tymchak, Jeff**			
		Casual Oct 2025	Casual Contract	360.00	360.00
990786	**2025-10-14**	**SaskEnergy**			
		Shop 2025-09	Grader Shop	52.27	52.27
990787	**2025-10-14**	**SaskEnergy**			
		HTG 2025-09	Hoosier TG	57.08	57.08
990788	**2025-10-14**	**SaskPower**			
		LPH 2025-09	Loverna Pump House	43.71	43.71
990789	**2025-10-14**	**SaskPower**			
		HSL 2025-09	Hoosier Street Lights	90.97	90.97
990790	**2025-10-14**	**SaskPower**			
		Shop 2025-09	Hoosier Grader Shop	101.71	101.71
990791	**2025-10-14**	**SaskPower**			
		HSL 2025-10	Hoosier Street Lights	136.46	136.46
990792	**2025-10-14**	**SaskPower**			
		HTG 2025-09	Hoosier TG	163.07	163.07
990793	**2025-10-15**	**Receiver General for Canada**			
		RP1Remit25-09	Source Deduction Remittance RP(	12,414.83	12,467.70
990794	**2025-10-21**	**Barr, Clinton**			
		IND Mtg 2025-10	Reeve Indemnity & Mileage	275.50	275.50
990795	**2025-10-21**	**Patton, Clay**			
		IND Mtg 2025-10	Councillor Indemnity & Mileage	271.00	271.00
990796	**2025-10-21**	**Bouchard, Chad**			
		IND Mtg 2025-10	Councillor Indemnity & Mileage	325.00	325.00
				Total Computer Cheque:	800,707.31

Total EFT:	800,707.31
Grand Total:	867,544.65

[redacted]