

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, November 18, 2025 at the Marengo Municipal Office located at 20 1st Avenue North in Marengo, Saskatchewan.

Member of Council Oaths Annual Declarations were signed by Reeve Clinton Bar, Division 1 council member Joel Hamm, Division 3 council member Clay Patton, Division 4 council member Barry Noble, Division 5 council member Chad Bouchard, and Division 6 council member Eldon Roesler.

CALL TO ORDER

Reeve Clinton Barr called the meeting to order at 6:57 p.m. with the following members in attendance:

Division 1: Joel Hamm

Division 3: Clay Patton

Division 4: Barry Noble

Division 5: Chad Bouchard

Division 6: Eldon Roesler

Darren Comstock division 2 council member was absent.

The following staff members were in attendance:

Administrator: Lisa Ensor

6:57 p.m. – Jared Weinkauf entered the boardroom to discuss building approaches, grader blades, job applications, new wing, and road repairs.

7:29 p.m. – Jared Weinkauf left the boardroom and did not return.

7:29 p.m. – Wonona Makranoff entered the boardroom to discuss Prairie Winds Emergency Planning.

8:01 p.m. – Wonona Makranoff left the boardroom and did not return.

AGENDA

2025-233

CLINTON BARR – 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:

Snow Removal Policy

Canada Summer Job Grant

Transfer Funds from Scotia Bank Accounts to Synergy Accounts

2025 Winter Weights

Correspondence Addition:

George Thurlow – Email October 29, 2025

Correspondence Deletions:

Marty Le Gallez-CUPW – Email-September 24, 2025
Next Meeting Date be amended to: December 16, 2025

CARRIED UNANIMOUSLY

MINUTES

2025-234

JOEL HAMM – That the minutes from the regular meeting of council held on October 21, 2025 be approved as circulated.

CARRIED

REPORTS

2025-235

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
RoaData Reports
Prairie Winds Emergency Planning District
HR Committee Report
Foreman's Report

CARRIED

FINANCIAL REPORTS

2025-236

CHAD BOUCHARD – That the statement of financial activities and bank reconciliations for October 2025 be acknowledged as received and filed.

CARRIED

ADMINISTRATOR'S HOURS

2025-237

ELDON ROESLER – That the Administrator's hours for October 2025 be acknowledged as received and filed.

CARRIED

CORRESPONDENCE

2025-238 **CHAD BOUCHARD** – That we acknowledge receipt of the following correspondence and file for the future reference:

Saskatchewan Association of Rural Municipalities (SARM)

Rural Dart – October 7, 2025

Rural Dart – October 14, 2025

Rural Dart – October 21 2025

Rural Sheaf – October 2025

News October 16, 2025

News October 29, 2025

Letter to Council – SEEDS for Elected Officials

Saskatchewan Ministry of Government Relations

Municipalities Today October 2025

Marty Le Gallez – CUPW

Email – September 24, 2025

CARRIED

AGREEMENT – SALE OF KINDERSLEY REGIONAL MEDICAL ARTS ASSETS

2025-239 **CHAD BOUCHARD** – That we instruct the Reeve to sign the Withdraw and Sales Agreement to sell our interest of the Kindersley Regional Medical Arts Authority Inc. assets to the Town of Kindersley and Rural Municipality of Kindersley No. 290 for \$89,864.22 in three equal annual installments of \$29,954.74.

CARRIED

DONATION TO KINDERSLEY AND DISTRICT HEALTH AND WELLNESS FOUNDATION (KDHWF)

2025-240 **CHAD BOUCHARD** – That we retain the \$89,864.22 received from the share of our sale of assets of the Kindersley Regional Medical Arts Authority Inc. and will consider future donations.

CARRIED

ROAD ALLOWANCE MAINTENANCE POLICY

2025-241 **JOEL HAMM** – That we table review to the next meeting of council.

CARRIED

JOINT ADMINISTRATION AGREEMENT

2025-242 **JOEL HAMM** – That we ratify the Joint Administration Agreement attached hereto and forming part of these minutes and append it to bylaw 2/2009.

CARRIED

GRADER/UTILITY OPERATOR POSITION

2025-243 **CLAY PATTON** – That upon consideration of the three applicants we give the authority to the HR Committee to interview Cody Loken and proceed with hiring at their discretion, at a wage of \$36.00/hour and 19 weeks probationary period.

CARRIED

2026 WAGE INCREASE-ANNE RIOU

2025-244 **BARRY NOBLE** – That the 2026 wage be set at \$36.00 per hour for Ann Riou effective January 1, 2026.

CARRIED

TERMS OF REFERENCE – HUMAN RESOURCES COMMITTEE

2025-245 **ELDON ROESLER** – That the Terms of Reference for the Human Resources Committee attached hereto and forming part of these minutes be approved.

CARRIED

2025 WINTER WEIGHTS

2025-246 **JOEL HAMM** – That we opt out of the provincial winter weight program.

CARRIED

SARM PROPERTY SELF-INSURANCE PROGRAM

2025-247 **CHAD BOUCHARD** – That upon reviewing our SARM Property Insurance policy renewal, we do not make any changes.

CARRIED

CANADA SUMMER JOB GRANT

2025-248 **CLINTON BARR** – That we instruct the Administrator to apply for the Summer Student Grant for the summer office clerk employee for 2026.

CARRIED

STAFF CHRISTMAS GIFT

2025-249 **JOEL HAMM** – That we instruct the Administrator to purchase a \$100.00 diner gift card for each staff member of the municipality.

CARRIED

2026 BOARD OF REVISION

20205-250 JOEL HAMM – That pursuant to Subsection 220(1) of *The Municipalities Act*, the RM OF ANTELOPE PARK NO.322 appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in the Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorn, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner, and Rick Leigh.

CARRIED

2026 BOARD OF REVISION SECRETARY

2025-251 ELDON ROESLER – That pursuant to Subsection 221(1) of *The Municipalities Act*, the RM OF ANTELOPE PARK NO.322 appoints Nicolle Hoskins with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in the Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED

2026 DEVELOPMENT APPEALS BOARD

2025-252 CLAY PATTON – That pursuant to Subsection 214(1) of *The Planning and Development Act, 2007*, the RM OF ANTELOPE PARK NO.322 appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in the Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorn, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner and Rick Leigh.

CARRIED

2026 DEVELOPMENT APPEALS BOARD SECRETARY

2025-253 BARRY NOBLE – That pursuant to Clause 216(3)(a) of *The Planning and Development Act, 2007*, RM OF ANTELOPE PARK NO.322 appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in the Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED

2026 MUNICIPAL BOARD OF APPEAL

2025-254 CLINTON BARR – That pursuant to Clause 365(1)(a) of *The Municipalities Act*, the RM OF ANTELOPE PARK NO.322 appoints Western Municipal Consulting Ltd. to manage the Municipal Board of Appeal process for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in the Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Municipal Board of Appeal: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner, and Rick Leigh.

CARRIED

2026 MUNICIPAL BOARD OF APPEAL SECRETARY

2025-255 JOEL HAMM – That the RM OF ANTELOPE PARK NO.322 appoints Nicolle Hoskins with Western Municipal Consulting Ltd. as Secretary to the Municipal Board of Appeal for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in the Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED

CHBB ENGAGEMENT LETTER

2025-256 CHAD BOUCHARD – That we instruct the Reeve and the Administrator to sign the engagement letter for the CHBB Chartered Professional Accountants to perform our audit in 2026.

CARRIED

2025 TAX ENFORCEMENT LIST

2025-257 CHAD BOUCHARD – That we acknowledge the presentation of the list of land in arrears to the head of council and that we advertise the Tax Enforcement List in Your West Central Voice newspaper deleting from the advertisement any properties that owe less than 1/2 of the previous year's levy.

CARRIED

TRANSFER SCOTIA ACCOUNT BALANCES TO SYNERGY ACCOUNTS

2025-258 BARRY NOBLE – That we prepare cheques payable to the RM of Antelope Park No. 322 to transfer balances from the Scotia Bank Accounts to the Synergy Credit Union Accounts as follows:

Scotia Account *6316 \$1,055,459.90 to Synergy Account *7657
Scotia Account *6214 \$4,500,000.00 to Synergy Account *7624
Scotia Account *6218 \$ 230,340.72 to Synergy Account *7665

CARRIED

AMEND RESOLUTION 2025-179

2025-259 JOEL HAMM – That Resolution 2025-179 be amended by crossing out Ken Mielke and adding Jared Weinkauf.

CARRIED

ACCOUNTS

2025-260 CLAY PATTON

– That the list of accounts, attached hereto and forming part of these minutes, including cheque number 10484 to 10495 in the amount of \$25,155.70 online banking payments in the amount of \$10,135.38 and EFT cheque numbers 9907697 to 9907817 in the amount of \$263,539.38 be approved for payment.

CARRIED

ADJOURN

2025-261 CHAD BOUCHARD

– That we adjourn this meeting at 9:58 p.m.

CARRIED

Reeve

Administrator

Rural Municipality of Antelope Park No. 322
List of Accounts for Approval
Batch: 2025-00090 to 2025-00092

Date Printed
2025-11-18 2:36 PM

Page 1

Bank Code - Bank1 - Main Demand

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
10484	2025-11-18	Accurate/Western Scale Co. Ltd	028784	Weigh Scale Maintenance	1,004.55	1,004.55
10485	2025-11-18	DAVTECH Analytical Services	SI-175893	Weigh Scale Ticket Paper	50.45	50.45
10486	2025-11-18	Fouillards Floors & More Ltd.	2025-489 Final	Hoosier Comm Hall floor Final pmt	13,525.39	13,525.39
10487	2025-11-18	Kindersley & District Co-op	#5255	Battery Core Return	-12.00	
			#5530	Shop Supplies	29.06	
			Fuel Stmt --10	Bulk Fuel Oct	6,187.23	
			#5898	Shop Supplies	7.76	6,212.05
10488	2025-11-18	Murlin Electronics	307997	Surveillance Configuration	1,197.83	1,197.83
10489	2025-11-18	Materi, Payten	2025-10	PCO Contract	267.56	267.56
10490	2025-11-18	Rocky Mountain Equipment	W24472	Repairs - Case Tractor	1,341.41	1,341.41
10491	2025-11-18	SAMA	2025661 add	Municipal Assessment 2025	40.00	40.00
10492	2025-11-18	Hamm, Joel	Mtg IND 2025-11	Councillor Indemnity & Mileage	465.55	465.55
10493	2025-11-18	Comstock, Darren	IND Mtg 2025-11	Councillor Indemnity & Mileage	258.41	258.41
10494	2025-11-18	Noble, Barry	IND Mtg 2024-11	Councillor Indemnity & Mileage	458.50	458.50
10495	2025-11-18	Roesler, Eldon	IND Mtg2025-11	Councillor Indemnity & Mileage	334.00	334.00
				Total Computer Cheque:		25,155.70

ONLINE BANKING

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
2025111801	2025-11-18	Loraas Disposal North Ltd.	0000567060	Garbage Bins Hoosier & Loverna	1,528.72	1,528.72
2025111802	2025-11-18	May, Valerie	TrblshtShplntne	Hoosier Shop Internet Troublesh	28.50	28.50
2025111803	2025-11-18	RM of Milton No 292	2025-00116	Joint Expenses - Jul-Sep 2025	4,718.20	
			2025-000110	Joint Admin Payroll Costs - Oct	2,859.96	7,578.16
2025111804	2025-11-18	Village of Marengo PO	789	Ken Mielke retirement gift card	1,000.00	1,000.00

Total Online Banking: 10,135.38

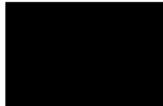
Total Bank1: 35,291.08

Rural Municipality of Antelope Park No. 322
List of Accounts for Approval
Batch: 2025-00090 to 2025-00092

Bank Code - EFT - Paid Electronically

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
990797	2025-10-24	Payroll - Scotia EFT	MakraWPP25-22	Wages, 05 - 18 Oct 2025	1,003.86	
			MayVPP2025-22	Salary, 05 - 18 Oct 2025	1,740.93	
			MearsTPP2025-22	Wages, 05 - 18 Oct 2025	1,652.10	
			ReaCPP2025-22	Salary, 05 - 18 Oct 2025	1,673.81	
			RiouA2025-22	Wages, 05 - 18 Oct 2025	1,878.35	
			WeinkJPP2025-22	Salary, 05 - 18 Oct 2025	2,103.51	10,052.56
990798	2025-11-07	Payroll - Scotia EFT	MakraWPP25-23	Wages, 19 Oct - 01 Nov 2025	949.48	
			MayVPP2025-23	Salary, 19 Oct - 01 Nov 2025	1,780.93	
			MearsTPP2025-23	Wages, 19 Oct - 01 Nov 2025	1,458.45	
			ReaCPP2025-23	Salary, 19 Oct - 01 Nov 2025	1,713.81	
			RiouA2025-23	Wages, 19 Oct - 01 Nov 2025	1,874.21	
			WeinkJPP2025-23	Salary, 19 Oct - 01 Nov 2025	2,237.23	10,014.11
990799	2025-11-10	MEPP	AP1PP2025-10	Remittance Oct 2025	5,847.94	5,847.94
990800	2025-11-10	Minister of Finance	LS Remit2025-10	EPT Remittance - Monthly	192,358.52	192,358.52
990801	2025-11-10	Ministry of Finance	SW Remit2025-10	EPT Remittance - Monthly	8,409.11	8,409.11
990802	2025-11-10	Receiver General for Canada	RP1Remit25-10	Source Deduction Remittance RP(11,907.99	11,907.99
990803	2025-11-10	Receiver General for Canada	RP2Remit25-10	Source Deduction Remittance RP(44.09	44.09
990804	2025-11-10	SMHI	Remit 2025-10	Monthly Remittance - Oct	19,958.39	19,958.39
990805	2025-11-10	Swift-net.ca	2025-10	Shop Internet Service Oct	99.79	99.79
990806	2025-11-12	SaskPower	ScaleQtrly25-03	Weigh Scale 15Jul-14Oct25	137.13	137.13
990807	2025-11-12	SaskPower	FuslerQtr_25-03	Lot 21 Blk 2 Plan G448 Fusillier	145.59	145.59
990808	2025-11-14	SaskPower	LPH 2025-10	Loverna Pump House	44.18	44.18
990809	2025-11-14	SaskPower	HTG 2025-10	Hoosier TG	86.59	86.59
990810	2025-11-14	SaskPower	LSL 2025-10	Loverna Street Lights	90.97	90.97
990811	2025-11-14	SaskPower	Shop 2025-10	Hoosier Grader Shop	111.38	111.38
990812	2025-11-14	SaskPower	HSL 2025-Oct	Hoosier Street Lights	136.46	136.46
990813	2025-11-17	SaskEnergy	Shop 2025-10	Grader Shop	74.50	74.50
990814	2025-11-17	SaskEnergy	HTG 2025-10	Hoosier TG	78.11	78.11
990815	2025-11-18	MLT AIKINS LLP	6615624	Legal - Employee Matters	3,070.34	3,070.34
990816	2025-11-18	Barr, Clinton				



Rural Municipality of Antelope Park No. 322
List of Accounts for Approval
Batch: 2025-00090 to 2025-00092

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice	Amount	Payment Amount	
				Invoice #			
990817	2025-11-18	Patton, Clay	Reeve Indemnity & Mileage	585.63		585.63	
		IND Mtg 2025-11					
		IND Mtg 2025-11	Councillor Indemnity & Mileage	286.00		286.00	
		Total Computer Cheque:			263,539.38		

Total EFT: 263,539.38
Grand Total: 298,830.46

MEMORANDUM OF AGREEMENT MADE IN TRIPPLICATE this 18 day of December, 2025

BETWEEN:

The Rural Municipality of Milton No. 292

“Saskatchewan Rural Municipality”

And

The Rural Municipality of Antelope Park No. 322

“Saskatchewan Rural Municipality”

And

The Village of Marengo

“Saskatchewan Urban Municipality”

(collectively referred to as the “Municipalities”)

WHEREAS:

- A. The Municipalities are municipal corporations continued pursuant to *The Municipalities Act*, SS 2005, c M-36.1 (the “Act”);
- B. The Municipalities wish to cooperate to provide more efficient and cost-effective services to their ratepayers; and
- C. The Municipalities wish to share office space and administrative personnel as provided for in this Agreement;

NOW THEREFORE the Parties agree as follows:

JOINT ADMINISTRATION BOARD

1. The councils of the Municipalities comprise a Joint Administration Board to oversee the operation of this Agreement. For clarity, each Municipality has the following number of voting delegates on the Board:

Rural Municipality of Milton – 3;

Rural Municipality of Antelope Park – 3; and

Village of Marengo – 1.

2. The Joint Administration Board shall meet periodically and at a minimum once annually in December on a date to be selected by the Administrator with advance notice given to each voting delegate.
3. Decisions are made by the Board with simple majority.

PERSONNEL

4. The **Rural Municipality of Antelope Park No. 322** shall be responsible to employ the following administrative personnel that will serve the Municipalities jointly and to incur all costs associated with said employment:
 - **Assistant Administrator**
 - **Two Assistants;**
 - **Summer Student; and**
 - **Such other personnel agreed upon by the Parties**
5. The **Rural Municipality of Antelope Park No. 322** agrees to hire the personnel referred to in section 4 on the terms specified in Schedule “A”, attached hereto and forming part of this Agreement.
6. The **Rural Municipality of Milton No. 292** shall be responsible to employ the **Administrator** that will serve the Municipalities jointly and to incur all costs associated with said employment.
7. The **Rural Municipality of Milton No. 292** agrees to hire the personnel referred to in section 6 on the terms specified in Schedule “A”, attached hereto and forming part of this Agreement.
8. The person appointed as Administrator shall perform the duties and exercise the powers and functions that are assigned to an Administrator pursuant to *The Municipalities Act* and other Acts and shall supervise the office, delegate tasks and undertake any other duties assigned by the councils of the Municipalities.
9. Decisions relating to personnel – for example: hiring, firing, discipline, are made jointly by the Joint Administration Board.
10. The Municipalities agree to share administrative costs, including salaries and benefits, administrative convention and travel costs, training and professional association membership fees on the following basis:

Rural Municipality of Milton No. 292	35.5%
Rural Municipality of Milton No. 292 (Alsask Division 7)	23.0 %
Rural Municipality of Antelope Park No. 322	35.5%
Village of Marengo	6.0%

OFFICE/OCCUPANCY COSTS

11. The Municipalities hereby agree that the **Rural Municipality of Milton No. 292** Administration Office, located at 20 1st Ave N Marengo SK S0L 2K0 (hereinafter referred to as the “Municipal Administration Office”), shall be used as joint office space by the administrative personnel.
12. Title to the Municipal Administration Office shall remain in the name of the **Rural Municipality of Milton No. 292**. The Rural Municipality of Antelope Park No. 322 and the Village of Marengo shall by virtue of this Agreement acquire interest in the Municipal Administration Office based on the share percentages in section 15.

13. The Rural Municipality of Milton No. 292 shall be responsible for the operation, management and maintenance of the Municipal Administration Office and shall incur all costs associated with the operation and management of said office.
14. The Municipalities agree to share the costs of, telephone, postage, stationery, miscellaneous office costs, and office equipment costs on the following basis:

Rural Municipality of Milton No. 292	35.5%
Rural Municipality of Milton No. 292 (Alsask Division 7)	23.0 %
Rural Municipality of Antelope Park No. 322	35.5%
Village of Marengo	6.0%

15. The Municipalities agree to share building maintenance, building expenses, office utilities, building insurance, PSIP, municipal building capital purchases and municipal software on the following basis:

Rural Municipality of Milton No. 292	47.0%
Rural Municipality of Antelope Park No. 322	47.0%
Village of Marengo	6.0%

DIVISION OF COSTS

16. The Rural Municipalities incurring costs in accordance with sections 4, 6, and 13 of this Agreement agree to present an accounting of expenditures by invoicing the other municipalities for their share quarterly or as otherwise agreed to by the Parties.

LIST OF CAPITAL ASSETS

17. A listing of capital assets associated with the Municipal Administration Office and purchased by the Municipalities in accordance with sections 12 and 13 shall be maintained.

TERM AND TERMINATION

18. This Agreement shall commence on the date first written above and shall continue until terminated in accordance with the provisions hereof.
19. Any party hereto may terminate this Agreement by giving not less than twelve month's written notice to the other parties.
20. If any party to this Agreement shall at any time neglect, fail or refuse to perform any of its obligations under this Agreement (the "defaulting party"), any one of the other party may serve on the defaulting party notice of intention to terminate this Agreement, specifying the defaults and requiring the defaulting party to remedy the defaults within thirty (30) days after the date of serving such notice. If the defaulting party has not remedied all of the defaults specified in the notice within thirty (30) days, the other party may, at its option, terminate the Agreement immediately by giving written notice of the termination.

21. Should this Agreement be terminated, the capital assets acquired pursuant to this Agreement and any predecessor agreements shall be disbursed as follows:

- a) if the capital assets are considered fixtures to the Municipal Administration Office, the RM of Milton would compensate to the other municipalities in the amount of the same percentage that was originally contributed of the current fair market value of the asset.
- b) if the capital assets are considered equipment and other chattels, the Municipalities will need to determine which municipality will take each asset and exchange funds accordingly with compensation being paid to the other parties in the amount of the same percentage that was originally contributed of the current fair market value of the asset.

GENERAL

22. The terms of the agreement shall be open to negotiation at the annual meeting, and new or revised agreements may be substituted from time to time; each municipality must individually ratify new agreements and append them to their bylaws, by resolutions adopted at municipal council meetings.
23. All notices required or permitted to be given hereunder, shall be deemed to be properly given if delivered in writing by hand, facsimile machine, registered mail, or express courier at the addresses set forth below, with postage thereon fully prepaid if sent by mail or express courier:

20 1st Ave N Marengo SK S0L 2K0

Notice shall be effective: (i) immediately upon delivery by hand, (ii) upon completed transmission if the written notice is sent by facsimile, properly directed and addressed (provided that the sending Party has an electronic acknowledgement that the facsimile has been received); (iii) 5 business days after written notice is deposited in the federal mail, first class delivery, postage prepaid; or (iv) 3 business days after written notice is deposited for overnight delivery with an established courier service.

24. This Agreement replaces the agreement dated December 19, 2019 between the Municipalities. This Agreement constitutes the entire agreement between the Parties relating to the subject matter hereof and supersedes all prior agreements, negotiations, discussions, undertakings and representations, oral or written, between the Municipalities or their representatives.
25. This agreement may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts, taken together, shall constitute one agreement. Signatures transmitted via portable document format (PDF) shall be treated as original signatures.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF the Municipalities have executed this Agreement as of the day and year first written above.



(Seal)

RURAL MUNICIPALITY OF MILTON NO. 292

Reeve



Appended to and forming part of Bylaw 2/2009,
By resolution of council on Dec 10, 2025.

Administrator



(Seal)

RURAL MUNICIPALITY OF ANTELOPE PARK NO. 292

Reeve



Appended to and forming part of Bylaw 1-2009
By resolution of council on Nov 18, 2025.

Administrator



(Seal)

VILLAGE OF MARENGO

Mayor



Appended to and forming part of Bylaw 2009-03,
By resolution of council on Nov 26, 2025.

Administrator

Schedule "A"
Terms of Employment

1. Full time administrative employees are required to report for work 40 hours per week and may work a maximum of 8 hours per day; overtime may be approved by the Administrator;

Part time administrative employees are required to report for work 32 hours per week and may work a maximum of 8 hours per day; over time may be approved by the Administrator;
2. The Administrator who is required to attend evening meetings or committee meetings of Rural Municipal Councils is entitled to 12 days off per year (in addition to other vacation entitlements); evening village council meetings are classified as ordinary duties and no equivalent time off is allowed;
3. Administrative employees other than the Administrator, who are required to attend evening committee or council meetings are entitled to equivalent paid time off work, or overtime pay if applicable;
4. Administrative employees' annual holidays are granted as follows 1-9 years - 3 weeks; 10 years - 4 weeks; 15 years - 5 weeks; 20 years - 6 weeks; the years being portable from one municipality to another;
5. Administrative employees may bank or accumulate vacation days over year end, but must be used by March 31st of the year carried to or be paid out;
6. Annual salaried administrative employees and hourly paid administrative employees are entitled to 1.5 paid medical/personal days per month, with a maximum of 18 days in any 12-month period; there is no provision for banking of unused medical days, and are of no monetary value.
7. The Administrator and administrative employees who are obliged as members, shall be permitted to attend conventions and seminars as part of the duties of office, as required by the Urban and Rural Municipal Administrators' Associations of Saskatchewan; hotel room costs, meals, registration fees, and mileage allowance at the Reasonable Per-Kilometer Rate provided annually by the Canada Revenue Agency;
8. The Administrator's annual professional association membership fees will be paid by the Municipalities in accordance with section 10 of this Agreement;
9. Administrative employees shall be enrolled in the SARM short-term disability benefits plan (which pays 80% of insured earnings after 7 continuous days of illness or disability) and the mandatory SARM group life insurance plan, premiums for such insurance shall be paid by the Municipalities;
10. Administrative employees who are obliged as members of the Rural Municipal Administrators Association of Saskatchewan (or who may otherwise choose to be insured) to maintain group insurance under the SARM long-term disability benefits plan shall be enrolled in said plan; premiums for such insurance shall be paid by the Municipalities according to SARM's policies, and be reimbursed to the Municipalities by the employees;
11. Health and Dental and Group Life Insurance coverage offered to other municipal employees shall also be offered to administrative employees, with the Municipalities paying part of premiums on the same basis as is provided to other municipal employees;
12. Administrative employees shall be granted bereavement leave per the current municipal policy or at the minimum under the *Saskatchewan Employment Act*.
13. Administrative employees using their personal vehicle for any business-related kilometers driven, will be reimbursed at the Reasonable Per-Kilometer Rate provided annually by the Canada Revenue Agency;
14. The municipal office will observe all Saskatchewan public holidays and additionally be closed on Easter Monday, National Day for Truth and Reconciliation, Christmas Eve, and Boxing Day; staff may take a day without pay, time in lieu, or use accrued vacation time for any days not applicable for Saskatchewan statutory holiday pay should they not report to work.

RURAL MUNICIPALITY OF ANTELOPE PARK NO. 322
TERMS OF REFERENCE
HUMAN RESOURCES COMMITTEE

A. PURPOSE

The Human Resources Committee (the **Committee**) is a standing committee established by the Rural Municipality of Antelope Park No. 322 (the **RM**). The purpose of the Committee is to consider, monitor, oversee, and make recommendations to the RM relating to human resources management, strategy and planning, compensation philosophy, workforce engagement, employee selection, and succession planning.

B. SCOPE

1. Committee Approval and Recommendations

The Committee may consider and provide feedback relating to matters forwarded by council, the Forman, the Administrator, the employee(s) or on its own initiative, and:

- (a) may approve matters which are administrative and non-substantive in nature such as those customarily made to confirm the accuracy and completeness of the Committee's own minutes; conduct all or a portion of the Committee meeting *in-camera*; and approve the Committee's meeting agenda and changes to the agenda;
- (b) may refer matters to the RM for further consideration;
- (c) may delegate to one or more of the Committee members any responsibility of the Committee itself, with the delegation including a reporting accountability back to the Committee, if applicable; and
- (d) may make recommendations for approval to the RM on matters of a substantive nature.

2. Human Resource Vision and Strategy

The Committee shall:

- (a) oversee and review annually the performance of employees, will make recommendations to the RM for approval;
- (b) review policies, procedures, and bylaws for their effectiveness, make recommendations to the RM for approval for the establishment of, or any significant changes to, policies outlining principles and guidelines relating to:
 - recruiting and selecting employees;
 - processes by which to monitor and evaluate employees;
 - succession planning for employees; and
 - policies and bylaws;

- (c) review human resource performance indicators and accomplishment reports;
- (d) review the RM's compliance with human resources policies and processes and applicable legislation, including Occupational Health and Safety Legislation, and the Saskatchewan Employment Regulations and Standards;
- (e) consider and make recommendations to the RM for approval of the applicable terms and conditions of employment;
- (f) establish and oversee recruitment of employees; and
- (g) Any duties requested by the RM.

3. Governance Responsibilities

The Committee shall:

- (a) evaluate, on an annual basis, its performance and review its Terms of Reference and shall, as it considers appropriate, propose any changes to for recommendation for approval by the RM, as required;
- (b) ensure adequate resources and support are in place to enable the Committee to fulfill its duties effectively and efficiently; and
- (c) fulfill such other duties as may be assigned to the Committee by the RM.

C. MEMBERSHIP

1. Members

The Committee comprises:

- (a) a minimum of three council members of the RM (**Members**) appointed to the Committee by resolution of council, each of whom shall have voting rights;
- (b) the Administrator and the Forman of the RM (**Members**), appointed by resolution of council, each of whom shall have voting rights; and

2. Term of Office

The terms of individuals appointed under C.1. shall be determined at the time of appointment. These individuals shall cease to be a member of the Committee if they, resign by notice in writing, if their term expires, or if they are removed by resolution of either the RM.

3. Committee Chair

The Committee will delegate a Chair of the Committee from among the voting members of the Committee at each meeting.

D. MEETINGS

1. Confidentiality

The nature and subject of discussions and deliberations on matters before the Committee are confidential until such time as an item is approved by the RM and released publicly.

2. Frequency

The Committee shall meet at least two times each year at the call of the Administrator, or at the discretion of the committee.

3. Quorum

A majority of Committee members entitled to vote shall constitute a quorum.

4. Conduct of Meetings

Committee members may participate in meetings in person or by any other method that permits them to hear and participate in the meeting.

Committee feedback, discussion and approvals outlined in B.1 may be made via electronic means when necessary, provided that discussion and exchange of views occurs.

5. Notice

Notice of the time and place of every meeting of the Committee shall be given electronically by the Administrator.

6. Report and Recommendations

Subject to confidentiality requirements, the Committee shall submit an overview report on the business conducted at each meeting, and shall make recommendations, if appropriate, to the RM at its next public meeting.

7. Minutes

The Administrator or such other person acceptable to the Committee shall act as recording secretary at every Committee meeting to take minutes. Minutes shall be approved by the Committee at its next meeting.

8. *In-camera* Discussions

The Committee shall meet *in-camera* with management in separate sessions to discuss any matters that should be discussed privately with the Committee.

Resolution 2025-242
Date: November 18, 2025