

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 16, 2025 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 7:01 p.m. with the following members in attendance:

Division 1: Joel Hamm

Division 2: Darren Comstock

Division 4: Barry Noble

Division 5: Chad Bouchard

Division 6: Eldon Roesler

Division 3 council member Clay Patton was absent.

The following staff members were in attendance:

Administrator: Lisa Ensor

AGENDA

2025-262

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:

Addition:

TS Staff Training

Correspondence Addition:

Sponsorship Request – Dodsland Rink

Correspondence Deletion:

Uncollectible Invoices

CARRIED UNANIMOUSLY

MINUTES

2025-263

CLINTON BARR – That the minutes from the regular meeting of council held on November 18, 2025 be approved as circulated.

CARRIED

REPORTS

2025-264

CHAD BOUCHARD – 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

2025-265 JOEL HAMM – That the statement of financial activities and bank reconciliations for November 2025 be acknowledged as received and filed.

CARRIED

ADMINISTRATOR'S HOURS

2025-266 DARREN COMSTOCK – That the Administrator's hours for November 2025 be acknowledged as received and filed.

CARRIED

CORRESPONDENCE

2025-267 ELDON ROESLER – That we acknowledge receipt of the following correspondence and file for the future reference:
Saskatchewan Association of Rural Municipalities (SARM)
Rural Dart – November 18, 2025
Rural Dart – December 2, 2025
Rural Sheaf – November 2025
2026 Membership Fees

Saskatchewan Ministry of Government Relations
Municipalities Today November 2025

Regan MacDonald
Sponsorship Proposal – Dodsland Rink

CARRIED

KINDERSLEY REGIONAL MEDICAL ARTS AUTHORITY INC. (KRMAA)
AGREEMENT AMENDMENT

2025-268 JOEL HAMM – That we accept the revision of the amounts payable in the Withdraw and Sale 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 as follows: “\$89,864.22 in three equal annual installments of \$29,954.74” revised to “\$101,097.25 in three equal annual instalments of \$33,699.08” and we retain the revised amount of \$101,097.25 received from the share of our sale of assets of the Kindersley Regional Medical Arts Authority Inc.

CARRIED

ROAD ALLOWANCE BRUSHING POLICY

2025-269 **JOEL HAMM** – That the Road Allowance Brushing Policy attached hereto and forming part of these minutes be approved.

CARRIED

2026 JOINT ADMINISTRATION

2025-270 JOEL HAMM – That the following salary increases and purchases for the municipal office, and other items, be approved effective January 1, 2026:

Increase Tracy Clow's janitorial contract from \$6,600.00 per year to \$6,780.00 per year:

Increase Lisa Ensor's salary from \$94,417.00 per year to \$99,232.00 per year based on a 50-hour work week;

Increase Trina Mears' wage from \$30.02 per hour to \$31.00 per hour;

Increase Candace Rea's salary from \$67,349.00 per year to \$69,369.00 per year;

Increase Valerie May's salary from \$66,977.00 per year to \$69,449.00 per year;

Increase Lynae Warrington's wage from \$16.00 per hour to \$17.00 per hour:

Administration staff that worked all of 2025 receive \$1,000.00 bonus and the seasonal summer office staff receive \$250.00 bonus from the Village of Marengo Post Office account;

Replace the office copier at a maximum of \$250.00 per month lease;
That the following amendments be made to Schedule "A" of the Joint
Administration:

Section 5 – Remove “10 days”; add “must be used by March 31 of the year carried to or be paid out;

Section 7 – Replace “mileage allowance at a rate to be determined at the annual joint meeting for the following year” with “mileage allowance at the Reasonable Per-Kilometer Rate provided annually by the Canada Revenue Agency.” to make it concur with Section 13;

Addition of annual office closures – The office will also be closed on Easter Monday, National Day for Truth and Reconciliation, Christmas Eve, and Boxing Day; only days that are provincially deemed a Saskatchewan Public Holiday will be paid, staff may take a day without pay, time in lieu, or use accrued vacation time.

The Municipality agrees to share administrative costs, including salaries and benefits, administrative convention and travel costs, training, professional association membership fees, 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%.

The Municipality agrees to share building maintenance, b
office utilities, building insurance, PSIP, municipal buildi
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%

CARRIED

GRADER WING PURCHASE

2025-271 **DARREN COMSTOCK** – That upon review of the quotes received from Triod Supply Ltd. and Brandt Tractor Ltd., we purchase a Snow Wing for the grader at a quoted price of \$38,375.00 plus taxes from Triod Supply Ltd.

CARRIED

GRAVEL AND CULVERT INVENTORY REPORT

2025-272 **BARRY NOBLE** – That we acknowledge the review of the gravel and culvert inventory for 2025 presented by the administrator and that we file for future reference.

CARRIED

GRADER OPERATOR TRAINING

2025-273 **CHAD BOUCHARD** – That all grader operators attend the Core Program Training to be provided by Evolution Training in early 2026.

CARRIED

MUNICIPAL REVENUE SHARING – DECLARATION OF ELIGIBILITY

2025-274 **DARREN COMSTOCK** – 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 2024 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

COUNCIL MEETING DATES

2025-275 **CHAD BOUCHARD** – That the council meet on the following dates in 2026 at 7:00 p.m. unless rescheduled:

January 20, 2026	July 21, 2026
February 17, 2026	August 18, 2026
March 24, 2026	September 15, 2026
April 21, 2026	October 20, 2026
May 26, 2026	November 24, 2026
June 16, 2026	December 15, 2026

CARRIED

COUNCIL AND COMMITTEE REMUNERATION

2025-276 **BARRY NOBLE** – That the council remuneration for 2026 be set as follow:

Regular Meetings – \$250.00 per meeting

Committee Meetings – \$150.00 per meeting

Convention Days – \$250.00 per day

Regina – SARM Annual – 3 days; SARM Midterm – 2 days

Saskatoon – SARM Annual – 3 days; SARM Midterm – 2 days

Mileage – \$0.75 per kilometer

CARRIED

COUNCIL APPOINTMENTS

2025-277 **CHAD BOUCHARD** – That we appoint the following members effective January 1, 2026 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
Local Emergency Planning Committee	Jared Weinkauf, Clinton Barr, Joel Hamm, Lisa Ensor; term expires December 31, 2026
Finance	Chad Bouchard, Eldon Roesler, (Darren Comstock alternate); term expires December 31, 2026
Highway 317 Committee	Clinton Barr, Barry Noble, Joel Hamm; term expires December 31, 2026
Human Resources Committee	Clinton Barr, Jared Weinkauf, Chad Bouchard, Joel Hamm, Lisa Ensor; term expires December 31, 2026
Joint Administration	Clinton Barr, Barry Noble, Joel Hamm, (Chad Bouchard alternate); term expires December 31, 2026

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Kindersley & District Plains Museum	Clay Patton; term expires December 31, 2026
KLD Wellness Foundation	Barry Noble, Clinton Barr (alternate); term expires December 31, 2026
Major & District Fire Board	Chad Bouchard, Joel Hamm; term expires December 31, 2026
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-Temporary Holding	Joel Hamm, Chad Bouchard; ongoing
Pound	Saskatoon Livestock Sales; ongoing
Pound Keeper	Saskatoon Livestock Sales; ongoing
Prairie West Planning District	Clinton Barr, Lisa Ensor; term expires December 31, 2026
PWEPD - Regional Emergency Advisory Committee	Candace Rea (Lisa Ensor alternate), Clinton Barr (Joel Hamm alternate); term expires December 31, 2026
PWEPD - EMO Coordinator	Wonona Makranoff; ongoing
PWEPD - Deputy EMO Coordinator	Vacant
Returning Officer	Lisa Ensor; ongoing
Rural Crime Watch	Joel Hamm; term expires December 31, 2026
Safety Committee	Jared Weinkauf, Clinton Barr, Barry Noble, Lisa Ensor, (Darren Comstock alternate); term expires December 31, 2026
Safety Supervisor	Jared Weinkauf; ongoing
Solicitor (general inquiries)	Milad Alishahi – MLT Aikins LLP; ongoing
West Central Municipal Government Committee	Clay Patton; term expires December 31, 2026
Western Regional Landfill Inc.	Darren Comstock, (Clinton Barr alternate); term expires December 31, 2026

CARRIED

BYLAW ENFORCEMENT OFFICER – LISA ENSOR

2025-278

ELDON ROESLER – 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 be from January 1, 2026 to December 31, 2026.

CARRIED

BYLAW ENFORCEMENT OFFICER – ABBY HAWES

2025-279 **JOEL HAMM** – That the Council of the Rural Municipality of Antelope Park No. 322 appoints Abby Hawes 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 be from January 1, 2026 to December 31, 2026.

CARRIED

BYLAW ENFORCEMENT OFFICER CONTRACT FOR SERVICES

2025-280 **JOEL HAMM** – That we table the contact for bylaw enforcement service to the next meeting of council.

CARRIED

PEST CONTROL OFFICER APPOINTMENT

2025-281 **BARRY NOBLE** – That we appoint Payten Materi as the municipality's Pest Control Officer for 2026 and that wages be reviewed at the next meeting of council.

CARRIED

WEED INSPECTOR APPOINTMENT

2025-282 **CHAD BOUCHARD** – That we appoint Larry Dyck as a weed inspector for the municipality in 2026 and renew the contract for services with no changes.

CARRIED

2025 RESERVE TRANSFERS

2025-283 **JOEL HAMM** – That we transfer \$157,946.28 from the municipality's Fire Reserve Bank Account to the municipality's General Operating Bank Account; and that we transfer \$264,175.00 to the Future Road Repairs/Construction Reserve with the corresponding bank transfer of \$264,175.00 from the municipality's General Operating Bank Account to the municipality's Reserve Bank Account.

CARRIED

ALLOWANCE FOR UNCOLLECTIBLE INVOICES AND TAXES

2025-284 **CLINTON BARR** – That after review of the uncollected taxes and receivables for the RM of Antelope Park No. 322, we increase the allowance of uncollectible municipal taxes as follows:

Account 1138 – Increase account balance from \$10,000.00 to \$22,000.00

CARRIED

LORAAS WASTE DISPOSAL AGREEMENT

2025-285 BARRY NOBLE – That we enter into a service agreement with Loraas Environmental for three 6-yard bins in Hoosier at a monthly rate of \$350.00 per bin for weekly pickup, and two 6-yard bins in Loverna for a monthly rate of \$185.00 per bin for bi-weekly pickup; plus fuel surcharges, carbon tax levy, GST and PST.

CARRIED

COMMUNITY EVENT LICENSE – HOOSIER NEW YEAR'S EVE EVENT

2025-286 JOEL HAMM – That we approve the issuance of a Community Event License to the Hoosier Rec Board for a New Year's Eve event to take place at the Hoosier Valley Recreation Centre in Hoosier, Saskatchewan on December 31, 2025; 5:00 p.m. to 2:00 a.m.

CARRIED

SPONSORSHIP REQUEST – DODSLAND RINK

2025-287 JOEL HAMM – That we table the request to the next meeting of council.

CARRIED

ACCOUNTS

2025-288 DARREN COMSTOCK – That the list of accounts, attached hereto and forming part of these minutes, including cheque numbers 10496 to 10504 in the amount of \$5,781,447.52; online banking payments in the amount of \$15,832.62 and EFT cheque numbers 990818 to 990840 in the amount of \$75,191.26 be approved for payment.

CARRIED

ADJOURN

2025-289 CHAD BOUCHARD – That we adjourn this meeting at 9:05 p.m.

CARRIED

Reeve

Administrator

January 20, 2026 – 7:00 p.m. - Regular meeting of council



ROAD ALLOWANCE BRUSHING POLICY

PURPOSE

To establish the criteria by which the Municipality will establish and maintain a road allowance brushing procedures. The Municipality believes that road allowances must be freely accessible for the general public to use, meaning the road allowance cannot be fenced off or gated off. The Municipality recognizes the need to remove trees on road allowances to accommodate public safety, road maintenance, and the movement of vehicles and equipment. Subject to budget allocation, the RM will maintain brushing procedures that considers long-term transportation needs as well as smaller emergent projects that can be completed relatively quickly.

Definitions Undeveloped Road Allowance means that there is no existing road grade or ditching that was constructed at some point within the road allowance. A trail over natural ground would be considered undeveloped.

PROCEDURE

Generally brushing will occur in the off-season and will normally run from September to March, depending on favorable weather.

Brushing projects may be undertaken at any time of year if the equipment and staff are available, subject to the *Migratory Birds Convention Act, 1994* or any other municipal acts and policies.

PRIORITIES

Priorities for the brushing are to be based on the greatest need and of the most benefit using the following criteria:

- a. Safety - brushing at intersections, curves, approaches, access points and any other locations within the road allowance deemed a hazard to the traveling public.
- b. Road maintenance concerns.
- c. Insufficient areas for snow windrows on roadsides (areas that have snow drifting problems).
- d. Accessibility for agricultural equipment. Brushing may be done on road allowances to allow for the passage of larger/wider farm implements, requests must be submitted to council for approval.
- e. Brushing will only be performed on an undeveloped road allowance after approval by council upon the completion of an assessment.
- f. The Landowner must sign a Hold Harmless Agreement with the municipality if necessary.
- g. Projects currently on the brushing schedule will typically be given higher priority and completed before any new projects.

- h. When developing the brushing schedule, the RM will endeavor to coordinate projects to minimize the costs of moving equipment.
- i. Efforts will be made to provide chemical spraying to prevent regrowth of areas that have been brushed out to maintain and improve sightlines at intersections and railway crossings.
- j. Council may approve ratepayers' requests to independently perform or contract brushing on road allowances upon written request.

Date of Policy: December 16, 2025
Resolution # 2025-269



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List of Accounts for Approval
Batch: 2025-00095 to 2025-00102

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Bank Code - Bank1 - Main Demand

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
10496	2025-11-19	RM of Antelope Park No. 322				
		Demand To CU		To transfer operating funds to CU	4,500,000.00	
		Reserves To CU		To transfer reserve funds to CU	1,055,459.98	
		Fire Res To CU		To transfer fire reserves to CU	220,340.72	5,775,800.70
10497	2025-12-16	Hamm, Joel				
		IND Mtg2025-12		Councillor Indemnity & Mileage	1,426.23	1,426.23
10498	2025-12-16	Noble, Barry				
		IND Mtg2025-12		Councillor Indemnity & Mileage	308.50	308.50
10499	2025-12-16	Roesler, Eldon				
		IND Mtg2025-12		Councillor Indemnity & Mileage	334.00	334.00
10500	2025-12-16	Hamm, Carla				
		2025-10		Hoosier Water Shed Oct	80.00	
		2025-11		Hoosier Water Shed Nov	80.00	
		2025-12		Hoosier Water Shed Dec	80.00	240.00
10501	2025-12-16	Kindersley Bearing (2008) Ltd.				
		001-095016		Filters	98.38	98.38
10502	2025-12-16	VOID - Missing an invoice				
10503	2025-12-16	Meridian Surveys Ltd				
		IN32225		Survey RM Gravel Pits	659.14	
		IN32274		Survey RM Gravel Pits	634.62	
		IN32252		Survey RM Gravel Pits	1,652.39	2,946.15
10504	2025-12-16	Materi, Payten				
		2025-11		PCO Contract	293.56	293.56
					Total Computer Cheque:	5,781,447.52

ONLINE BANKING

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
2025111901	2025-11-19	WellTraxx	012570	Annual Subscription	3,885.00	3,885.00
2025112801	2025-11-28	Community Solutions				
		Issued	Chyenne Shaw			
		01192024-76		ECC Supplies	6,893.25	6,893.25
2025112802	2025-11-28	Redhead Equipment	P89493	Engine Heater	897.32	897.32
2025121601	2025-12-16	Barr, Clinton	Pipe Stands	Pipe Stands	1,000.00	1,000.00
2025121602	2025-12-16	Ensor, Lisa	Xmas Gift Cards	Staff Christmas Gift Cards	500.00	500.00
2025121603	2025-12-16	Kindersley & District Co-op	Fuel Stmt ---11	Bulk Fuel Nov	1,739.07	
			#6216	Shop Supplies	21.07	
			#6242	Shop Maintenance	12.20	
			#6295	Shop Supplies	2.21	1,774.55
2025121604	2025-12-16	Rea, Candace	G Cards 2025	Shop Kindersley Gift Cards	200.00	200.00
2025121605	2025-12-16	Western Municipal Consulting	WMCINV250370	2026 Prepaid Board Fees	682.50	682.50
					Total Online Banking:	15,832.62

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Bank Code - EFT - Paid Electronically

COMPUTER CHEQUE

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
990818	2025-11-21	Payroll - Scotia EFT			
		MakraWPP25-24	Wages, 02 - 15 Nov 2025	985.52	
		MayVPP2025-24	Salary, 02 - 15 Nov 2025	1,741.68	
		McGiIPP2025-24	Wages, 02 - 15 Nov 2025	1,250.30	
		MearsTPP2025-24	Wages, 02 - 15 Nov 2025	1,395.78	
		ReaCPP2025-24	Salary, 02 - 15 Nov 2025	2,267.62	
		RiouA2025-24	Wages, 02 - 15 Nov 2025	799.28	
		WeinkJPP2025-24	Salary, 02 - 15 Nov 2025	3,420.25	11,860.43
990819	2025-11-28	Scotiabank VISA			
		Stmt15Nov2025	Admin Expenses	1,040.29	1,040.29
990820	2025-12-12	Payroll - Scotia EFT			
		MakraWPP25-25	Wages, 16 - 29 Nov 2025	948.67	
		MayVPP2025-25	Salary, 16 - 29 Nov 2025	1,781.67	
		McGiIPP2025-25	Wages, 16 - 29 Nov 2025	1,327.89	
		MearsTPP2025-25	Wages, 16 - 29 Nov 2025	1,137.01	
		ReaCPP2025-25	Salary, 16 - 29 Nov 2025	1,747.70	
		WeinkJPP2025-25	Salary, 16 - 29 Nov 2025	2,712.59	9,655.53
990821	2025-12-10	MEPP			
		AP1PP2025-11	Remittance Nov 2025	5,646.94	5,646.94
990822	2025-12-10	Minister of Finance			
		LS Remit2025-11	EPT Remittance - Monthly	23,873.96	23,873.96
990823	2025-12-10	Ministry of Finance			
		2024Credit	EPT Credit for 2024 overpayment	-170.75	
		SW Remit2025-11	EPT Remittance - Monthly	5,079.45	4,908.70
990824	2025-12-10	Receiver General for Canada			
		RP1Remit25-11	Source Deduction Remittance RP(10,186.81	10,186.81
990825	2025-12-10	Receiver General for Canada			
		RP2Remit25-11	Source Deduction Remittance RP(87.73	87.73
990826	2025-12-10	Swift-net.ca			
		2025-11	Shop Internet Service Nov	99.79	99.79
990827	2025-12-12	SaskEnergy			
		HTG 2025-11	Hoosier TG	122.56	122.56
990828	2025-12-12	SaskEnergy			
		Shop 2025-11	Grader Shop	142.99	142.99
990829	2025-12-15	SaskPower			
		LPH 2025-11	Loverna Pump House	43.87	43.87
990830	2025-12-15	SaskPower			
		HTG 2025-11	Hoosier TG	75.40	75.40
990831	2025-12-15	SaskPower			
		LSL 2025-11	Loverna Street Lights	90.97	90.97
990832	2025-12-15	SaskPower			
		HSL 2025-11	Hoosier Street Lights	136.46	136.46
990833	2025-12-15	SaskPower			
		Shop 2025-11	Hoosier Grader Shop	180.55	180.55
990834	2025-12-16	Loraas Disposal North Ltd.			
		0000567797	Garbage Bins Hoosier & Loverna	1,528.72	1,528.72
990835	2025-12-16	Marengo Community Club			
		HallRnt10Dec25	Hall Rental for EMO Trg & Tableto	800.00	800.00
990836	2025-12-16	Redhead Equipment			
		P90439	Volvo - Antenna	76.36	76.36

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COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
990837	2025-12-16	RM of Milton No 292			
		2025-00122	Joint Admin Payroll Costs - Nov	3,476.15	
		PWEPcopies11	PWEP Copying	32.50	3,508.65
990838	2025-12-16	Barr, Clinton			
		IND Mtg 2025-12	Reeve Indemnity & Mileage	528.55	528.55
990839	2025-12-16	Patton, Clay			
		IND Mtg 2025-12	Councillor Indemnity & Mileage	271.00	271.00
990840	2025-12-16	Bouchard, Chad			
		IND Mtg 2025-12	Councillor Indemnity & Mileage	325.00	325.00
			Total Computer Cheque:		75,191.26
				Total EFT:	75,191.26
				Grand Total:	<u>5,872,471.40</u>