

RURAL MUNICIPALITY OF MILTON NO. 292

Minutes of the regular meeting of the council of the Rural Municipality of Milton No. 292 held on Wednesday, December 10, 2025, in the municipal council chambers located at 20 1st Avenue North in Marengo, Saskatchewan.

CALL TO ORDER

Reeve James Loken called the meeting to order at 9:01 a.m. with the following members in attendance:

- Division 1:** Darren Cowie
- Division 2:** Dave Chudyk
- Division 4:** Doug Anguish
- Division 5:** Natalie Sullivan
- Division 6:** Trevor Martin
- Division 7:** Randy Geissler

Division 3 council member Larry Stasiuk was absent.

The following staff members were in attendance:

Administrator: Lisa Ensor

AGENDA

- 2025-416** **TREVOR MARTIN** – The agenda was reviewed by council and will be used as a guideline for this meeting and that we approve the following changes:

Agenda Additions:

- 2025 Budget Amendment
- KRMAA Agreement Amendment
- Gravel and Culvert Inventory Report
- WTP Asbestos Removal
- Amend Resolution 2025-362

CARRIED UNANIMOUSLY

MINUTES

- 2025-417** **DARREN COWIE** – That we approve the minutes from the regular meeting of council held on November 12, 2025, as circulated.

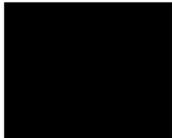
CARRIED

9:02 a.m. – Gary Hyland attended the meeting to discuss the green light quote for the JD tractor, graders are ready for snow removal, asbestos on pipes in Alsask WTP needs to be removed, and the helix filter works great for the well after installation.

ASBESTOS

- 2025-418** **NATALIE SULLIVAN** – That we instruct the Administrator to contract a company to remove the asbestos on the pipes at the Water Treatment Plant in Alsask if quoted price is under \$25,000.00 and if over \$25,000.00 to obtain 3 quotes for the next meeting of council.

CARRIED



9:19 a.m. – Gary Hyland left the boardroom and did not return.

REPORTS

2025-419 **DARREN COWIE** – That the following board reports be acknowledged as received and be filed:
Division Reports
APAS
Kindersley Vet Board
Kindersley Medical Arts
Kindersley Health and Wellness Foundation Inc.
Kindersley Library Board
Kindersley & District Plains Museum
North West Municipalities Association (NWMA)
Prairie Winds Emergency Planning District
Wheatland Regional Library
Western Regional Landfill Inc.
West Central Municipal Government Committee (WCMGC)
RoaData Reports
Pest Control Officer Monthly Inspection Reports
2025 Annual Weed Report

CARRIED

FOREMAN’S REPORT

2025-420 **RANDY GEISLER** – That the Foreman’s Report for November 2025 be acknowledged as received and filed.

CARRIED

ADMINISTRATOR’S HOURS

2025-421 **DARREN COWIE** – That the Administrator’s hours for November 2025 be acknowledged as received and filed.

CARRIED

ALSASK WATERWORKS REPORT

2025-422 **NATALIE SULLIVAN** – That the Alsask waterworks report for November 2025 be acknowledged as received and filed.

CARRIED

FINANCIAL REPORTS

2025-423 **TREVOR MARTIN** – That the statement of financial activities and bank reconciliations for November 2025 be approved as presented.

CARRIED



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

2025-424 **DAVE CHUDYK** – That we accept the revision of the amounts payable in 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 as follows:
“\$89,864.22 in three equal annual instalments of \$29,954.74” revised to
“\$101,097.25 in three equal annual instalments of \$33,699.08.”
CARRIED

CORRESPONDENCE

2025-425 **DARREN COWIE** – That we acknowledge receipt of the following correspondence and file for future reference:
SHA Analytical

Alsask water samples analysis printed below:

<u>Date</u>	<u>Free Chlorine</u>	<u>Total Chlorine</u>	<u>Turbidity</u>
30-Sept-2025	1.72	2.88	0.82 Regular
30-Sept-2025	0.69	0.90	0.17 Regular
14-Oct-2025	0.28	0.54	0.18 PDWA
14-Sept-2025	0.28	0.54	0.18 PDWA
15-Oct-2025	0.55	0.73	0.15 PDWA
15-Oct-2025	0.30	0.50	0.25 PDWA
27-Oct-2025	0.29	0.46	0.10 Regular

(acceptable results: Free Chlorine >.1 or Total Chlorine >.5, Turbidity never to exceed 1.0)

14-Oct-2025 Arsenic 8.0 Sask guidelines <10 ug/l

SE 01-30-29 W3 Well No Detectable orgs/100ml

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

Agricultural Producers Association of Saskatchewan (APAS)

October 2, 2025
October 30, 2025
Export Reports

Saskatchewan Ministry of Government Relations
Municipalities Today October 2025



Sun West School Division
Bus Routes

Peer Solutions Inc.
Seismic Program 25P029

Northwest Municipalities Association (NWMA)
Annual Survey

Multicultural Council of Saskatchewan
Request for Proclamation for Saskatchewan Multicultural Week
CARRIED

2025 BUDGET AMENDMENT

2025-426 **NATALIE SULLIVAN** – That upon consultation by the Administrator that the 2025 budget amendment is not necessary.

CARRIED

STAFF WAGE REVIEW

2025-427 **DAVE CHUDYK** – That the following wages be set for 2026:
Garry Hyland \$108,234.55 annual salary
Calvin Klein \$41.00 per hour
Cornelius Wiebe \$41.00 per hour
Cory Loken \$36.00 per hour

CARRIED

GRADER UTILITY OPERATOR POSITION

2025-428 **DAVE CHUDYK** – That the hiring committee be given the authority to interview and hire Gordon Chiliak should he accept the position.

CARRIED

JOINT ADMINISTRATION REPORT

2025-429 **DAVE CHUDYK** – 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, 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%

CARRIED

RECESS

2025-430

DARREN COWIE – That we recess the regular meeting of council at 10:00 a.m. for a public hearing to hear comments on the discretionary use permit for 407 Main Street Alsask.

CARRIED

RESUME MEETING

2025-431

TREVOR MARTIN – That we resume the regular meeting of council.

CARRIED

MUNICIPAL REVENUE SHARING – DECLARATION OF ELIGIBILITY

2025-432 **DAVE CHUDYK** – That the Council of the Rural Municipality of Milton No. 292 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:
Submission of the 2024 Audited Financial Statements to the Ministry of Government Relations;
Submission of the 2024 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
In Good Standing with respect to the reporting and remittance of Education Property Taxes;
Adoption of 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

GRAVEL AND CULVERT INVENTORY REPORT

2025-433 **RANDY GEISSLER** – That we acknowledge review of the gravel and culvert inventory report for 2025 provided by the Administrator and file for future reference.

CARRIED

2026 COUNCIL MEETING DATES

2025-434 **NATALIE SULLIVAN** – That the council meet on the following dates in 2026 at 9:00 a.m. unless rescheduled:

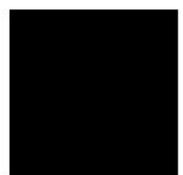
January 22, 2026	July 8, 2026
February 11, 2026	August 12, 2026
March 18, 2026	September 9, 2026
April 8, 2026	October 14, 2026
May 20, 2026	November 12, 2026
June 10, 2026	December 9, 2026

CARRIED

LEAVE OF ABSENCE REQUEST – DIVISION 2 COUNCIL MEMBER

2025-435 **TREVOR MARTIN** – That we accept the absence request from Dave Chudyk Division 3 Councilor and excuse his absence in January and February 2026.

CARRIED



COUNCIL AND COMMITTEE REMUNERATION

2025-436 DARREN COWIE – That the council remuneration for 2025 be set as follows:

Regular Meetings	\$250.00 per meeting with \$50.00 each indemnity allocated to Alsask;
Committee Meetings	\$75.00 to \$150.00 per meeting (councillor discretion)
Convention Days	\$250.00 per day
Regina – SARM Annual-5 days;	SARM Midterm- 3 days
Saskatoon – SARM Annual- 4 days;	SARM Midterm- 2.5 days
Mileage	\$0.80 per Kilometer

CARRIED

2026 APPOINTMENTS

2025-437 RANDY GEISSLER – That we appoint the following members effective January 1, 2026 to the committees listed below for the term noted:

Appointment/Committee	Members
Administrator, Assessor, Tax Collector	Lisa Ensor (ongoing)
Alsask (Division 7) Pound	Alsask RM Shop (ongoing)
Animal Control Officer	Cory Loken/Garry Hyland (ongoing)
APAS	Dave Chudyk, (Trevor Martin alternate) (term expires December 31, 2026)
Auditor	CHBB (ongoing)
David & Betty Molloy Student Award Selection Committee	Larry Stasiuk, Darren Cowie (term expires December 31, 2026)
Bylaw 2007-01 Designated Officer	Lisa Ensor (ongoing)
Bylaw Review Committee - Division 7 Bylaws	James Loken, Randy Geissler, Administrator (term expires December 31, 2026)
Development Officer	Lisa Ensor (ongoing)
Division Boundary Review (DBR) Committee	All of council (ongoing)
Local Emergency Planning Committee	Randy Geissler, Darren Cowie, Garry Hyland, Trevor Martin, Administrator (term expires December 31, 2026)
Finance	Dave Chudyk, Trevor Martin, Randy Geissler, (alternate) (term expires December 31, 2026))
Fire Rangers	Each councillor for his/her division (ongoing)
Highway 317 Project Committee	James Loken, Darren Cowie, Larry Stasiuk (term expires December 31, 2026)
Human Resources Committee (hiring, firing, evaluations, etc.)	Reeve, Administrator, Foreman, Natalie Sullivan, Darren Cowie (term expires December 31, 2026)
Janitor	Tracy Clow (ongoing)

Joint Administration	James Loken, Darren Cowie, Larry Stasiuk, Dave Chudyk (alternate) (term expires December 31, 2026)
Kindersley & District Health & Wellness Foundation Inc.	Natalie Sullivan (term expires December 31, 2026)
Kindersley & District Plains Museum	Natalie Sullivan (term expires December 31, 2026)
Kindersley Library Board	Trevor Martin, (James Loken alternate) (term expires December 31, 2026)
Kindersley Regional Medical Arts Authority	Natalie Sullivan (term expires December 31, 2026)
Kindersley Veterinary Service District	Trevor Martin (term expires December 31, 2026)
North West Municipalities Association	Trevor Martin (term expires December 31, 2026)
Polling Places	Marengo Municipal Office – Division 1-6 Alsask Drop Inn Centre – Division 7 (ongoing)
Pound	Saskatoon Livestock Sales (ongoing)
Pound Keeper	Saskatoon Livestock Sales (ongoing)
Prairie West Planning District	Trevor Martin, (Dave Chudyk alternate) (term expires December 31, 2026))
PWEPD - Regional Emergency Advisory Committee	Candace Rea (Lisa Ensor alternate), Trevor Martin, (Dave Chudyk 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	Vacant (term expires December 31, 2026)
Safety Committee	Randy Geissler, Darren Cowie, Garry Hyland, Administrator (term expires December 31, 2026)
Safety Supervisor	Garry Hyland (ongoing)
Sewer Certified Operator	Gordan Chiliak (ongoing)
Solicitor (general inquiries)	Mark Yemen - MacDougall Gauley LLP (ongoing)
West Central Municipal Government Committee	James Loken (term expires December 31, 2026)
Western Regional Landfill Inc.	Natalie Sullivan, Randy Geissler (alternate) (term expires December 31, 2026)
Wheatland Regional Library	Natalie Sullivan (term expires December 31, 2026)
WTP Certified Operator	Gordon Chiliak (ongoing)
WTP Relief Operator	Cory Loken (ongoing)

CARRIED

BYLAW ENFORCEMENT OFFICER

2025-438 **TREVOR MARTIN** – That we instruct the Administrator to contact Abby Hawes and inquire her availability and rates for bylaw enforcement service.
CARRIED

APPOINT BYLAW ENFORCEMENT OFFICER – LISA ENSOR

2025-439 **RANDY GEISSLER** – That the council of the R.M. of Milton No.292 appoint Lisa Ensor as Bylaw Officer within the Rural Municipality of Milton No. 292 pursuant to section 373 of *The Municipalities Act* for the purposes of bylaw enforcement and shall be considered a Peace Officer for the purposes of bylaw enforcement under *The Summary Offences Procedures Act, 1990* appointment term to be from January 1, 2026 to December 31, 2026.
CARRIED

PEST CONTROL OFFICER

2025-440 **TREVOR MARTIN** – That we appoint Payten Loch as the municipality's Pest Control Officer with payment set at \$35.00 per hour and mileage allowance at the Reasonable Per-Kilometer Rate provided annually by the Canada Revenue Agency.
CARRIED

WEED INSPECTOR

2025-441 **TREVOR MARTIN** – That we appoint Larry Dyck as weed inspector for the municipality in 2026.
CARRIED

2025 RESERVE TRANSFERS

2025-442 **TREVOR MARTIN** – That we instruct the Administrator to establish a reserve account for Future Road Repairs & Construction and that we transfer the following amounts from the general operating account to the following reserve accounts and the total funds be transferred from the municipality's general operating bank account *****5330 to the municipality's reserve bank account *****5348:

To Reserve Account	Amount
3101 – Future Road & Construction Reserve	\$ 42,735.00
3102 – Water and Sewer Reserve	\$ 3,500
3106 – RM Shop Construction Reserve	\$450,000.00
TOTAL	\$496,235.00

CARRIED

DISCRETIONARY USE APPLICATION – 407 MAIN STREET ALSASK

2025-443 **NATALIE SULLIVAN** – That having followed the Discretionary Use Public Notice procedures outlined in Bylaw 2017-08, and noting that all comments, written and verbal, were received and discussed at the Public Hearing held on December 10, 2025, that we approve the discretionary principal use listed in 10.2.1(K) and 10.2.1(I) of Bylaw 2017-08.

CARRIED

ALLOWANCE FOR ACCOUNTS RECEIVABLE

2025-444 **DOUG ANGUISH** – That we make the following changes for the allowance of uncollectible accounts receivable amount:
Account 1382 increase from \$0.00 to \$850.00

CARRIED

ALLOWANCE FOR UNCOLLECTIBLE TAXES

2025-445 **TREVOR MARTIN** – That we make no changes for the allowance of uncollectible municipal tax amounts currently set at:
Account 1136 \$25,000.00
Account 1138 \$80,000.00

CARRIED

AMEND RESOLUTION 2025-362

2025-446 **NATALIE SULLIVAN** – That resolution 2025-362 be amended by striking out “building” and adding “construction of”.

CARRIED

TREE CANADA—TREMENDOUS COMMUNITIES GRANT

2025-447 **DAVE CHUDYK** – That we approve the grant application submitted by the Administrator for up to \$10,000.00 in grant funds for a community tree planting project for the Alsask Park.

CARRIED

GENERATOR FOR ALSASK WATER TREATMENT PLANT

2025-448 **RANDY GEISSLER** – That we instruct the Administrator to obtain quotes for a generator for the Alsask Water Treatment Plant to be installed by January 30, 2026.

CARRIED

SK RECYCLES TRANSITION

2025-449 **RANDY GEISSLER** – That the Rural Municipality of Milton No. 292 request that SK Recycles deliver curbside recycling directly in Alsask beginning February 1, 2028, and will transition to the new SK Recycles Curbside Agreement for the period of June 1, 2026, to February 1, 2028.

CARRIED

LORAAS WASTE DISPOSAL AGREEMENT

2025-450 RANDY GEISSLER – That we enter into an agreement with Loraas Disposal North Ltd. commencing on January 1, 2026, to provide curbside waste disposal and recycling services in Alsask and garbage disposal services at the R.M. shops in Marengo and Alsask at the following rates:
Alsask Waste Disposal Bi-weekly pickup \$20.25 per cart per month plus fuel surcharge, carbon levy, and GST
Alsask Recycling Bi-weekly Pickup \$12.87 per cart per month plus fuel surcharge, carbon levy, and GST
Marengo Shop Waste Disposal \$60.00 per month, \$105.00 container charge per month plus fuel surcharge, and GST
Alsask Shop Waste Disposal (on call) \$60.00 per month, \$105.00 container charge per month plus fuel surcharge, and GST
CARRIED

INTEREST RELIEF REQUEST ROLL #1263 000 & #1264 000

2025-451 DAVE CHUDYK – That we approve the request to relieve the 2025 interest charged on roll #1263 000 and #1264 000 in the amount of \$1419.36, as payments were made as agreed.
CARRIED

ACCOUNTS

2025-452 TREVOR MARTIN – That the list of accounts, attached hereto and forming part of these minutes, including cheque numbers 14888 to 14898 in the amount of \$86,855,170.67, online payments in the amount of \$24,149.84, and EFT cheque numbers 991306 to 991348 in the amount of \$163,210.77 be approved for payment.
CARRIED

ADJOURN

2025-453 TREVOR MARTIN – That we adjourn this meeting at 11:46 a.m.
CARRIED



Reeve



Administrator

Rural Municipality of Milton No. 292
List of Accounts for Approval
 Batch: 2025-00148 to 2025-00155

Date Printed
 2025-12-08 4:13 PM

Bank Code - Bank1 - Main Demand

COMPUTER CHEQUE

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
14888	2025-11-12	VOID - Cheque Confirmation			
14889	2025-11-12	Clow, Tracy 2025-11-01	Janitorial Services Nov	550.00	550.00
14890	2025-11-12	Marengo Community Club CGP 2024-25	2024-25 Community Grant	2,500.00	2,500.00
14891	2025-11-12	Loken, James Indemnity 25-11	Councillor Indemnity & Mileage	1,581.58	1,581.58
14892	2025-11-12	Cowie, Darren Indemnity 25-11	Councillor Indemnity & Mileage	264.80	264.80
14893	2025-11-12	Chudyk, David Indemnity'25-11	Council Indemnity & Mileage	1,717.20	1,717.20
14894	2025-11-12	Sullivan, Natalie Indemnity'25-11	Councillor Indemnity & Mileage	272.40	272.40
14895	2025-11-17	VOID - Cheque Confirmation			
14896	2025-11-17	RM of Milton No. 292 BursaryToCU	To transfer bursary funds to CU	42,413.55	42,413.55
14897	2025-11-17	RM of Milton No. 292 ReserveToCU	To transfer Reserves to CU	2,305,871.14	2,305,871.14
14898	2025-11-17	RM of Milton No. 292 DemandToCU	To transfer portion of demand func	4,500,000.00	4,500,000.00
				Total Computer Cheque:	6,855,170.67

ONLINE BANKING

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
2025111201	2025-11-12	Konica Minolta 9010633722	Copier Contract	194.73	194.73
2025111202	2025-11-12	WSP E&I Canada Limited 20305712	Engineering Services	2,006.02	2,006.02
2025112501	2025-11-25	SARM SARM076451	Finning - Lamp	279.20	
		SARM083332	Office Supplies	80.50	359.70



Rural Municipality of Milton No. 292
List of Accounts for Approval
 Batch: 2025-00148 to 2025-00155

Date Printed
 2025-12-08 4:13 PM

Bank Code - EFT - Paid Electronically

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
991306	2025-11-04	SaskTel	ALPool2025-10	Pool Phone	119.06	119.06
991307	2025-11-05	Englobe Corp	00255911	RM Shop Design - Electrical	9,531.90	9,531.90
991308	2025-11-06	SaskTel	AWTP 2025-10	Alsask Water Plant	60.80	60.80
991309	2025-11-06	SaskTel	Office 2025-10	Municipal Office Phones	307.77	307.77
991310	2025-11-06	SaskTel	ASpr 2025-10	Alsask Springs Phone	204.71	204.71
991311	2025-11-07	Payroll - Scotia EFT				
		EnsorL PP25-23		Salary, 19 Oct - 01 Nov 2025	2,524.71	
		HylandG PP25-23		Salary, 19 Oct - 01 Nov 2025	2,675.67	
		KleinC PP25-23		Wages, 19 Oct - 01 Nov 2025	2,437.19	
		LokenC PP25-23		Wages, 19 Oct - 01 Nov 2025	1,349.53	
		WiebeCPP25-23		Wages, 19 Oct - 01 Nov 2025	2,618.17	
		WiebeGPP25-23		Wages, 19 Oct - 01 Nov 2025	2,391.58	13,996.85
991312	2025-11-10	MEPP				
		Remit 2025-10		Remittance - Oct	7,745.22	7,745.22
991313	2025-11-10	Minister of Finance				
		Remit 2025-10		EPT Remittance - Monthly	33,646.45	33,646.45
991314	2025-11-10	Receiver General for Canada				
		RP0001_2025-10		Remittance RP0001 - Oct	11,546.75	
		RP0001_25-09JM		Remittance RP0001 - Oct	120.00	11,666.75
991315	2025-11-10	Receiver General for Canada				
		RP0002_2025-10		Remittance RP0002 - Oct	64.91	64.91
991316	2025-11-10	SMHI				
		Remit 2025-10		Remittance - Monthly	51,620.84	51,620.84
991317	2025-11-12	Payroll - Scotia EFT				
		WiebeG VacPayou		Wages, 19 Oct - 01 Nov 2025	411.26	411.26
991318	2025-11-12	People First HR Services				
		INV-2025-04122		HR On Call & Templates - Oct	136.50	136.50
991319	2025-11-12	SaskPower				
		SE01Well2025-03		SE01-30-29W3 Well 15Jul-21Oct2	133.97	133.97
991320	2025-11-12	SaskTel				
		ALInternet25-10		WTP Internet - Nov	36.19	36.19
991321	2025-11-12	ScotiaBank VISA				
		Stmt28Oct2025		Admin Expenses	412.00	412.00
991322	2025-11-12	Anguish, Doug				
		Indemnity 25-11		Councillor Indemnity & Mileage	241.11	241.11
991323	2025-11-12	Martin, Trevor				
		Indemnity 25-11		Councillor Indemnity & Mileage	409.42	409.42
991324	2025-11-12	Geissler, Randy				
		Indemnity 25-11		Councillor Indemnity & Mileage	1,990.40	1,990.40
991325	2025-11-14	Payroll - Scotia EFT				
		WiebeG FinaVac		Vaca payout to 31 Oct 2025	73.62	73.62
991326	2025-11-14	SaskPower				
		AL RShop-10		RM Shop - Alsask	46.39	46.39
991327	2025-11-14	SaskPower				



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COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
991328	2025-11-14	SaskPower	SW32Well2025-10	Community Well SW32-29-27-3	51.28	51.28
991329	2025-11-14	SaskPower	RM Shop-2025-10	RM Shop - Marengo	147.44	147.44
991330	2025-11-14	SaskPower	Pool 2025-10	Alsask Swimming Pool	155.02	155.02
991331	2025-11-14	SaskPower	Office 2025-10	Municipal Office	221.66	221.66
991332	2025-11-14	SaskPower	SprPH 2025-10	Alsask Springs Pump House	409.97	409.97
991333	2025-11-14	SaskPower	ASL 2025-10	Alsask Street Lights	454.86	454.86
991334	2025-11-17	SaskEnergy	AWTP 2025-10	Alsask Water Treatment Plant	941.31	941.31
991335	2025-11-17	SaskEnergy	RMSHop 2025-10	RM Shop	67.93	67.93
991336	2025-11-17	SaskEnergy	Office 2025-10	Municipal Office	82.36	82.36
991337	2025-11-17	SaskEnergy	AWTP 2025-10	Alsask Water Treatment Plant	197.56	197.56
991338	2025-11-21	Payroll - Scotia EFT				
		EnsorL MidTermK		Mileage - SARM Midterm, Regina	664.50	
		EnsorL PP25-24		Salary, 02 - 15 Nov 2025	1,662.69	
		HylandG PP25-24		Salary, 02 - 15 Nov 2025	2,356.84	
		KleinC PP25-24		Wages, 02 - 15 Nov 2025	2,255.32	
		LokenC PP25-24		Wages, 02 - 15 Nov 2025	1,615.35	
		WiebeCPP25-24		Wages, 02 - 15 Nov 2025	2,464.06	11,018.76
991339	2025-11-25	Air Liquide	79509149	Cylinder Refills	29.25	29.25
991340	2025-11-25	Loraas Disposal North Ltd.	0000566954	Waste & Recycling-Shop&Alsask	2,298.61	2,298.61
991341	2025-11-27	Bradley Directories	101656	Joint Map Purchases	364.50	364.50
991342	2025-11-27	Ensor, Lisa	SARM Con Uber	Uber - SARM Convention Regina	74.78	74.78
991343	2025-11-27	Enviroway Detergent Man Inc	IN083719	WTP Chemicals	1,298.70	
			CN011505EFT	WTP Chemicals	-333.00	965.70
991344	2025-11-27	Marengo Community Club	Tickets29Nov25	40 Event Tickets @ \$50	2,000.00	2,000.00
991345	2025-11-27	May, Valerie	ConventionMeal	Convention Meal	87.98	
			CdnTireTR#23-01	Office Supplies	75.48	163.46
991346	2025-11-27	MuniSoft	2025/26-03183	MuniSoft Software	254.19	
			2025/26-03448	MuniSoft Training	132.09	386.28
991347	2025-11-27	SARM	SARM103000	Finning - Repair Grader onsite	1,827.00	
			SARM104873	Finning - 2024 Maintenance	802.00	
			SARM104852	Finning - Grader Repair onsite	2,517.09	5,146.09



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Rural Municipality of Milton No. 292
List of Accounts for Approval
Batch: 2025-00148 to 2025-00155

Page 4

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
991348	2025-11-27	WellTraxx Ltd. 012560	Software Subscription Renewal	4,660.89	4,660.89



MEMORANDUM OF AGREEMENT MADE IN TRIPLICATE 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 is 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

[Redacted signature]

Reeve

[Redacted signature]

Administrator

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



(Seal)

RURAL MUNICIPALITY OF ANTELOPE PARK NO. 292

[Redacted signature]

Reeve

[Redacted signature]

Administrator

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



(Seal)

VILLAGE OF MARENGO

[Redacted signature]

Mayor

[Redacted signature]

Administrator

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



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.