

Rural Municipality of Milton No. 292

BYLAW 2/2009

A Bylaw authorizing an intermunicipal agreement for joint administrative services:

The Council of the R.M. of Milton No. 292 in the Province of Saskatchewan, enacts as follows:

- a. The council is authorized to enter an intermunicipal agreement with the Rural Municipality of Antelope Park No. 322, and the Village of Marengo; said agreement is attached to and forms part of this bylaw;
- b. A committee comprised of members of each council shall administer the Intermunicipal agreement; meetings of the committee shall be held as required, with one annual meeting each December to be held on regular meeting date of R.M. 292 in odd-numbered years, R.M. 322 in even-numbered years.
- c. 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, provided each municipality has approved the revision.
- d. Dissolution of the agreement, due to a member wishing to withdraw, or due to a majority of members wishing to expel a member, requires twelve months' advance notice.
- e. The following Bylaws are hereby repealed:
 - 1/1996 Admin Services
 - 2/2006 Closing & selling municipal roads in Merid
 - 4/2006 Expropriation
 - 3/2006 Expropriation
 - 2/2006 Expropriation
 - 5/2006 Marengo Hall Loan
 - 2/1998 3:1 agreement Kindersley S.D.

This is a certified true copy
of Bylaw 2/2009... adopted
by council on Dec. 2, 2009...

Shelley Mohr - Administrator

Reeve

Administrator



MEMORANDUM OF AGREEMENT MADE IN TRIPLICATE this 1~~0~~ 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.

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.

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.