

**MINUTES OF THE REGULAR MEETING OF COUNCIL OF
THE RURAL MUNICIPALITY OF KEYS NO. 303 HELD IN
THE R.M. of KEYS BUILDING AT
123 1st Ave E
CANORA, SASKATCHEWAN
DATED THURSDAY DECEMBER 11, 2025**

ATTENDANCE

Councillors:

Reeve:	Calvin Statchuk
Division One:	Mark Hofer
Division Two:	Dirk Van As
Division Three:	Ken Kalmakoff
Division Four:	Brad Knutson
Division Five:	Jordan Lindgren
Division Six:	Brad Hallick

Administrator:	Twila Hadubiak
Assistant Administrator:	Miranda Petryshyn

CALL TO ORDER

With a quorum being present, Reeve Calvin Statchuk called the meeting to order at 9:00 a.m.

MINUTES

2025-231 HOFER, MARK: THAT the Minutes of the Regular Meeting of Council held on November 13, 2025, be approved as presented.

CARRIED

ACCOUNTS PAYABLE

2025-232 VAN AS, DIRK: THAT the Accounts Payable, including cheque number 19153 to cheque number 19194, EFT number 1275 to EFT number 1288, Other Payments 2025-0060 to 2025-0065 and Direct Payment 2025-0013, totaling \$487,820.33, be approved for payment.

CARRIED

FINANCES

2025-233 KALMAKOFF, KEN: THAT the Statement of Receipts and Payments for the month of November be approved as presented.

CARRIED

HISA ACCOUNT

2025-234 KNUTSON, BRAD: THAT the Administrator be authorized to transfer the following to the High Interest Saving Account through SARM prior to year-end:

- | | |
|-----------------|-----------|
| • Capital/Equip | \$200,000 |
| • Bridge | \$150,000 |
| • Gravel Pit | \$ 5,000 |
| • Roadwork | \$ 25,000 |
| • Building | \$ 50,000 |
| • Total | \$430,000 |

CARRIED

TRANSFERS

2025-235 LINDGREN, JORDAN: THAT \$45,000.00 be transferred from the CIBC cash account to the R.M. of Keys No.303 Norquay Affinity Credit Union account.

CARRIED

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ACCOUNTS

2025-236 HALLICK, BRAD: THAT stale-dated cheque #18778 in the amount of \$14.00 be written off.

CARRIED

DEPUTY REEVE

2025-237 STATCHUK, CALVIN: THAT Councillor Jordan Lindgren be appointed Deputy Reeve for 2025/2026.

CARRIED

SIGNING AUTHORITY

2025-238 HOFER, MARK: THAT the signing authority for cheques and all other important documents for the Rural Municipality of Keys No.303 shall be set as the Administrator, Twila Hadubiak and Reeve Calvin Statchuk or in the absence of the Reeve, Deputy Reeve Jordan Lindgren.

CARRIED

COMMITTEES

2025-239 VAN AS, DIRK: THAT the following committees and appointments be made for 2026:

1. Vet Boards:
 - a. Norquay & District Vet Board: Councilor Brad Knutson
 - b. Kamsack & District Vet Board: Councilor Dirk Van As
2. Parkland Regional Library: Reeve Calvin Statchuk
3. Parkland Valley Sport, Culture & Recreation: Councillor Dirk Van As
4. Finance Committee: Council as a whole
5. Road Committee (for road bans): Reeve and the Councillor for each individual division
6. Public Works Committee (General Road Issues): Council as a whole
7. Machine & Building:
 - a. Machine: Council as a whole
 - b. Norquay Shop Custodian: Councillors Mark Hofer, Brad Knutson, and Jordan Lindgren
 - c. Canora Shop Custodian: Councillors Dirk Van As, Brad Hallick, and Ken Kalmakoff
8. Fire Protection Board:
 - a. Sturgis & District Fire Protection: Councillor Brad Hallick with the alternate being Reeve Calvin Statchuk
 - b. Norquay & District Fire Protection: Councillors Brad Knutson and Mark Hofer with an alternate being Councillor Jordan Lindgren
 - c. Canora & District Fire Protection: Councillor Dirk Van As with alternate being Councillor Ken Kalmakoff
 - d. Fire Guard: Councillor for each Division
9. SMHI Delegate: Councillors Mark Hofer and Ken Kalmakoff
10. Assiniboine Watershed Stewardship Association: Councillor Brad Hallick
11. Parkland Regional Waste Management: Reeve Calvin Statchuk with Alternate Councillor Brad Hallick
12. North East Area Transportation Planning Committee: Councillor Mark Hofer
13. East Central Municipal Alliance: Reeve Calvin Statchuk, Administrator Twila Hadubiak, and Assistant Administrator Miranda Petryshyn
14. Yorkton Hospital Committee: Reeve Calvin Statchuk & Administrator Twila Hadubiak
15. Pest Control Officer: Vince Bailey & Hudson Bailey
16. Weed Inspector: Hudson Bailey
17. Weed Control: Raider Pest Control Services
18. EMO Coordinator: Administrator Twila Hadubiak
19. Community Futures Ventures: Reeve Calvin Statchuk
20. Canora Rural Public Utility Board: Councillors Ken Kalmakoff and Dirk Van As
21. Hwy 9 Public Utility Board:
 - a. Rural- Administrator Twila Hadubiak
 - b. Crystal Lake- Brad Tokaruk

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22. Assessment Appeals Board: East Central Municipal Alliance District Board of Revision
23. Assessment Appeals Board Secretary: Lisa Peterson
24. Assessment Appeals Board Appointee: Twila Hadubiak
25. Development Appeals Board: East Central Municipal Alliance Development Appeals Board
26. Developmental Appeals Board Secretary: Shandy Wegwitz
27. Developmental Appeals Board Appointees (2): Darryl Stevenson & Miranda Petryshyn
28. Development Officer: Assistant Administrator Miranda Petryshyn
29. Deputy Development Officer: Chris Letendre
30. Building Inspector: Chris Letendre
31. Bylaw Officer- Kevin Ludba (for Crystal Lake)
32. Municipal Solicitor: Depending on issues, MLT Aikins, Kondratoff Persick LLP & SARM
33. Hudson Bay Route Association: Ken Kalmakoff
34. OH&S: (Employees, Admin/Assistant, Council member/s)
35. Crystal Lake Swim Club Board: Brad Hallick

CARRIED

DELEGATION

Brandy Gilbey & Dean Redenbach attended the meeting to discuss compliance issues with the Zoning Bylaw at Condo lot Units 1-4, brought to their attention with a July 21, 2025 letter. They asked that council approve the lot consolidation requests by agreeing to sign Form B, a Certificate of Clerk of Local Authority.

DELEGATION

Hudson Bailey attended the meeting to discuss the current access to the yard located at NW 6-33-02-W2 being in a different location than the roadway registered on ISC.

CONDO UNITS

2025-240 KALMAKOFF, KEN: THAT Form B, a Certificate of Clerk of Local Authority, for the consolidation of Condo lot Units 1 & 2 and Condo lot Units 3 & 4, all of Plan 102345128, not be signed until final construction completion and legal survey showing compliance and proper placement of the Common Property (access) proposed by Plan PPS #102345128 approved August 28, 2020 and FURTHER not until the current Zoning Bylaw is complied with, as was discussed.

CARRIED

MEETING DATES

2025-241 KNUTSON, BRAD: THAT Regular Council meetings be held the second Thursday of each month starting at:

- 9:00 a.m. January until April;
- 8:00 a.m. May until September;
- 9:00 a.m. October until December.

CARRIED

INDEMNITY RATES

2025-242 LINDGREN, JORDAN: THAT Indemnity Rates for 2026 be set as follows:

1. Indemnity rates for Council and Hamlet Board be set as follows:
 - a. Council Meeting \$240.00 per day;
 - b. Special Meeting minimum 4 hours
 - c. Committee Meeting \$30.00 per hour with a \$240.00 maximum (includes the time to get to the meetings);
 - d. Public Works \$30.00 per hour;
 - e. Plus Travel Rates.
2. Conventions rates for Council, Hamlet Board and all Employees be set as follows:
 - a. \$240.00 per day (including one travel day if required, excluding administration)

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- b. Plus Travel Rates;
 - c. Plus meal allowance of \$75.00 per day.
 - d. Plus Hotels. (If possible, administration will pay with the municipal Credit Card; if not possible, the actual amount will be reimbursed with receipts)
3. Travel Rates for Council, Hamlet Board and all Employees be set as follows:
 - a. Mileage \$0.75 per km; and
 - b. Travel \$0.10 per km.
4. The following restrictions shall be applied:
 - a. All Travel for materials, products, parts etc shall be restricted to a 45 km radius of the Municipality without prior approval by Council;
 - b. All Travel for public works activities shall be restricted to 5,000 km per year;
 - c. For meetings within the Municipality (including the towns and villages in close proximity), but if someone lives outside the 45 km radius of the Municipality, they shall not be paid travel from their residence. It shall be from their “property” within the Municipality;
5. Indemnity Rates will be paid at the next meeting after they are submitted but must be paid out by December 31st.

CARRIED

2025 CUSTOM WORK

2025-243 HALLICK, BRAD: THAT any 2025 outstanding custom work, fire fees and/or water fees be added to taxes as of December 31.

CARRIED

Councillor Brad Hallick declared a conflict of interest and left the council chambers at 11:49 am before a discussion regarding Crystal Lake Water Fees.

AR BALANCE

2025-244 STATCHUK, CALVIN: THAT the AR account be balanced with removal of wrongfully billed Crystal Lake Water Fees for Customer #'s 1431 (\$200) & 1497 (\$200).

CARRIED

Councillor Brad Hallick returned to meeting at 11:51 am.

ORGANIZED HAMLET OF CRYSTAL LAKE MEETING MINUTES

2025-245 HOFER, MARK: THAT council acknowledges receipt of the December 02, 2025 Organized Hamlet of Crystal Lake Meeting Minutes.

CARRIED

BUILDING BYLAW AMENDMENT

2025-246 VAN AS, DIRK: THAT Bylaw No. 02-2025, a Building Bylaw Amendment be introduced and given the First reading.

CARRIED

2025-247 KALMAKOFF, KEN: THAT Bylaw No. 02-2025, a Building Bylaw Amendment be given a second reading.

CARRIED

2025-248 KNUTSON, BRAD: THAT Bylaw No. 02-2025, a Building Bylaw Amendment be given three readings at this meeting

CARRIED UNANIMOUSLY

2025-249 LINDGREN, JORDAN: THAT Bylaw No. 02-2025, a Building Bylaw Amendment having been read a third time, be Adopted, Signed and Sealed.

CARRIED

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LUNCH

2025-250 STATCHUK, CALVIN: THAT we recess for Lunch. (12:15 p.m.)

CARRIED

With a quorum being present, Reeve Calvin Statchuk reconvened the Meeting at 1:00 p.m.

All members were present.

REVENUE SHARING RESOLUTION

2025-251 HALLICK, BRAD: THAT the Council of the RM of Keys No.303 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:

- Submission of the Audited Annual Financial Statement to the Ministry of Government Relations;
- Submission of the 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 a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- 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

SASKATCHEWAN LOTTERIES GRANT

2025-252 STATCHUK, CALVIN: THAT the population of the Rural Municipality of Keys for the Saskatchewan Lotteries Grant be allocated as follows:

- Town of Canora 50%
- Town of Norquay 50%

CARRIED

TREATY LANDS

2025-253 HOFER, MARK: THAT in response to a letter from Keeseekoose First Nation Treaty Land Department, Council is not aware of any potential environmental concerns regarding the intent to convert NE 04-32-01-W2 Ext. 40, 42, 41 & 39, SE 08-32-01-W2 Ext. 34, SE 09-32-01-W2 Ext. 19, SW 09-32-01-W2 Ext. 20, SW 04-32-01-W2, NW 04-32-01-W2, NE 05-32-01-W2, and SE 05-32-01-W2 to reserve status, hereby granting approval for the transfer with the condition that the municipality will not provide any additional access to the lands.

CARRIED

DU-SHUYA PROJECT

2025-254 VAN AS, DIRK: THAT the Final Release Form for the decommissioned Ducks Unlimited Canada (DUC) Shuya Project site between SE 4-33-02-W2 and SW 3-33-02-W2 be signed, with all works owned by DUC having been removed and all regulatory approvals held by DUC being terminated and FURTHER THAT the RM is now responsible for all future costs regarding the operation and maintenance of the Project.

CARRIED

LEGION

2025-255 KNUTSON, BRAD: THAT Norquay Legion be paid \$35 for a Remembrance Day wreath.

CARRIED

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Councillor Brad Knutson left the meeting at 3:10 pm

MOWER OPERATORS

2025-256 STATCHUK, CALVIN: THAT with mowing operations being reviewed, the Administrator be asked to inform the current mower operators that they will not be called back for the 2026 mowing season.

CARRIED

CHRISTMAS BONUS

2025-257 HOFER, MARK: THAT the following employees be paid a Christmas Bonus:

- Allan Veldman: \$1000
- Hudson Bailey: \$750
- Miranda Petryshyn: \$1000
- Twila Hadubiak: \$1500

CARRIED

COMMITTEE

2025-258 VAN AS, DIRK: THAT the following Committee Reports be accepted as presented:

- a. Ratepayer Meeting/AGM- Nov.20
- b. PRWMA- Dec. 1
- c. NEATPC- Dec. 9

CARRIED

CORRESPONDENCE

2025-259 KALMAKOFF, KEN: THAT the Correspondence as listed be acknowledged and filed:

- a. SARM- Rural Dart, Rural Sheaf and other communications
- b. SAMA- Service Fees increase for 2026
- c. Division 4 Survey of Costs
- d. SGI Building Move
- e. Parkland Search and Rescue
- f. Municipal Hail Insurance Year End Claim Report

CARRIED

ADJOURNMENT

2025-260 STATCHUK, CALVIN: THAT this meeting be adjourned. (4:30 p.m.)

CARRIED

Reeve

Administrator