

**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 JANUARY 08, 2026**

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- absent
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

2026-001	HOFER: THAT the Minutes of the regular meeting of council held on December 11, 2025 be approved as presented.
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CARRIED

Councillor Van As arrived at the meeting at 9:20 am.

ACCOUNTS PAYABLE

2026-002	VAN AS: THAT the 2025 Accounts Payable, including cheque number 19195 to cheque number 19225 plus EFT number 1289 to EFT number 1307, Other Payments 2025-0066 to 2025-0070 and Direct Payment 2025-0014, totaling \$421,832.50, be approved for payment.
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CARRIED

2026-003	KALMAKOFF: THAT the January 2026 Accounts Payable, including cheque number 19226 to cheque number 19230 plus EFT number 1308 to EFT number 1309, totaling \$25,490.86, be approved for payment.
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CARRIED

FINANCES

2026-004	KNUTSON: THAT the Statement of Receipts and Payments for the month of December be accepted as presented.
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CARRIED

FIDELITY BOND

2026-005	HALLICK: THAT the 2026 Fidelity Bond in the amount of \$200,000 be accepted as presented.
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CARRIED

MUNICIPAL ROAD REGISTRATION & SURVEY

2026-006	STATCHUK: THAT GeoVerra be contracted to complete a 20-30m RM Roadway survey at SW 7-33-02-W2, submitting the legal plan to Information Services Corporation for approval, corresponding with Highways to obtain Ministry approval for Titling of the new roadway, and obtaining a Transform Approval Certificate to facilitate and complete the roadway titling, pending the residential subdivision in the NW 6-33-02-W2 is proceeding.
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CARRIED

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ORGANIZED HAMLET OF CRYSTAL LAKE BOUNDARY ALTERATION

2025-007 HOFER: THAT it be acknowledged that the request for a boundary alteration to annex lands from the Rural Municipality of Keys No.303 into the Organized Hamlet of Crystal Lake has been approved by Minister's Order, effective January 1, 2026, and FURTHER THAT the Minister's Order be attached to and form a part of the Minutes.

CARRIED

GRAVEL HAUL TENDERS

2025-008 VAN AS: THAT the municipality put a gravel haul tender for 2026 on SaskTenders for the hauling and road application of approximately 15,000-18,000 yds, closing February 6, 2026.

CARRIED

FUEL TENDERS

20252-009 KALMAKOFF: THAT the Administrator be directed to give written notice to Veregin Farmers' Co-op that the municipality will be terminating the 2023 fuel tender arrangement and to place a tender for the purchase of fuel on SaskTenders, closing February 6, 2026.

CARRIED

SICK LEAVE BENEFITS

2026-010 KNUTSON: That a Sick Leave Policy be created, providing office administration 12 sick days per year with no carry over of unused days at the end of the year, and the requirement of a doctor's certificate after 3 days of absence certifying the employee is medically unable to carry out normal duties due to illness.

CARRIED

The Administrator and Assistant Administrator were asked to leave the meeting for wage discussions, at 11:50 a.m.

The Administrator and Assistant Administrator returned to the meeting at 12:10 p.m.

Councillor Hallick left the meeting at 12:13 pm.

ADMINISTRATOR

2026-011 STATCHUK: THAT the salary for Administrator Twila Hadubiak be set at \$76,735.00 with 5 weeks holidays for 2026.

CARRIED

ASSISTANT ADMINISTRATOR

2026-012 HOFER: THAT the salary for Assistant Administrator Miranda Petryshyn be set at \$55,000.00 with 3 weeks holidays for 2026.

CARRIED

RMAA

2026-013 VAN AS: THAT the 2026 RMAA Membership Fee of \$425.00 be paid on behalf of the Administrator and the \$225.00 Associate Membership Fee be paid on behalf of Assistant Administrator Miranda Petryshyn.

CARRIED

COMMITTEE

There were no committee reports to present.

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SASKTIP

2026-014 STATCHUK: THAT the municipality pay the \$100 annual membership fee to SaskTip Inc. for the 2026 year.

CARRIED

SASKATCHEWAN CRIME STOPPERS

2026-015 STATCHUK: THAT the municipality pay a \$200 contribution to Saskatchewan Crime Stoppers to support efforts to combat crime and create a safer environment for communities.

CARRIED

ADJOURNMENT

2026-016 STATCHUK: That this meeting be adjourned. (12:35 p.m.)

CARRIED

Reeve

Administrator