

**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 12, 2024**

M-11 (a)

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 am.

MINUTES

2024-217

HOFER, MARK: THAT the Minutes of the First Meeting of Council held on November 14, 2024 be approved as presented.

CARRIED

ACCOUNTS PAYABLE

2024-218

VAN AS, DIRK: THAT the Accounts Payable, including cheque number 18728 to cheque number 18760, EFT number 1032 to EFT number 1057 Other Payments 2024-0064 to 2024-0069, and Direct Payment 2024-0012, totaling \$246,165.69 be approved for payment.

CARRIED

STARS

2024-219

KALMAKOFF, KEN: THAT the Municipality donate \$780.00 to STARS.

CARRIED

DELEGATION

Allan Veldman & Hudson Bailey, municipal grader operators, attended the meeting to discuss equipment, maintenance, snow plowing and the 2024 year in review.

FINANCES

2024-220

KNUTSON, BRAD: THAT the Statement of Receipts and Payments for the month of November be accepted as presented.

CARRIED

HISA ACCOUNT

2024-221

LINDGREN, JORDAN: THAT the Administrator be authorized to transfer the following to the High Interest Saving Account through SARM prior to year-end:

- Capital/Equip \$261,900
- Bridge \$100,000
- Gravel Pit \$ 5,000
- Roadwork \$ 25,000
- Building \$ 50,000

- Total \$441,900

CARRIED

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DEPUTY REEVE

2024-222 HALLICK, BRAD: THAT Councillor Brad Knutson be appointed Deputy Reeve for 2024/2025.

CARRIED

SIGNING AUTHORITIES

2024-223 STATCHUK, CALVIN: THAT the signing authorities 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 Brad Knutson.

CARRIED

COMMITTEES

2024-224 HOFER, MARK: THAT the following committees and appointments be made for 2025:

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 Sports & Culture: 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: Councillor Mark Hofer, Councillor Brad Knutson, and Councillor Jordan Lindgren
 - c. Canora Shop Custodian: Councillor Dirk Van As, Councillor Brad Hallick, and Councillor 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: Councillor Brad Knutson and Councillor 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: Councillor Mark Hofer
10. Assiniboine Watershed Stewardship Association: Councillor Brad Hallick
11. Parkland Regional Waste Management: Reeve Calvin Statchuk with Alternate Councilor 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
16. Plant Health Technical Advisor: Katey Makohoniuk.
17. Weed Inspector: Marksmen Vegetation (Kevin Pierce) & Hudson Bailey
18. EMO Coordinator: Administrator Twila Hadubiak
19. Community Futures Ventures: Reeve Calvin Statchuk
20. Canora Rural Public Utility Board: Councillor Ken Kalmakoff and Councillor Dirk Van As
21. Hwy 9 Public Utility Board:
 - a. Rural- Administrator Twila Hadubiak
 - b. Crystal Lake- Brad Tokaruk
22. Assessment Appeals Board: East Central Municipal Alliance District Board of Revision
23. Developmental Appeals Board: Secretary Sherry Guenther RM of Cote
24. Development Officer: Assistant Administrator Miranda Petryshyn

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25. Deputy Development Officer: Chris Letendre
26. Building Inspector: Chris Letendre
27. Municipal Solicitor: Depending on issues, MLT Aikins, Kondratoff
Persick LLP & SARM

CARRIED

MEETING DATES

2024-225 VAN AS, DIRK: 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

LUNCH

2024-226 STATCHUK, CALVIN: THAT we recess for Lunch. (12:00 p.m.)

CARRIED

With a quorum being present, Reeve Calvin Statchuk reconvened the Meeting at 12:50 p.m.

All members were present.

DELEGATION

Brad Tokaruk, Crystal Lake Hamlet Board member, attended the meeting to discuss the process of implementing a wake surf ban at Crystal Lake following the mail in vote. The OH is also proposing a boundary expansion of the hamlet, to include the golf course and two residences as hamlet properties rather than rural properties.

WAKE SURFING BAN

2024-227 KALMAKOFF, KEN: THAT the Council of the Rural Municipality of Keys request Transport Canada to disallow wake surfing on Crystal Lake, Saskatchewan (51°51 N and 102° 26' E) by including the lake in schedule 7.1 of the *Vessel Operation Restriction Regulations*.

CARRIED

APPROACH

2024-228 KNUTSON, BRAD: THAT the proposed approach at SE 33-32-02-W2 be approved as per approach policy.

CARRIED

GRAVEL HAUL TENDER

2024-229 LINDGREN, JORDAN: THAT the municipality put a gravel haul tender for 2025 on SaskTenders for the hauling and road application of approximately 15,000-18,000 yds, closing January 7,2025.

CARRIED

POLLON GRAVEL AGREEMENT

2024-230 HALLICK, BRAD: THAT we sign a gravel purchase agreement with Pollon Acres for gravel at NE 31-33-32-W1.

CARRIED

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STENEN LAGOON AGREEMENT

2024-231 STATCHUK, CALVIN: THAT an agreement be signed with the Village of Stenen for the Hamlet of Crystal Lakes use of the sewage lagoon.

CARRIED

SARM PSIP CLAIM

2024-232 HOFER, MARK: THAT the RM fill out a claim for PSIP, the Property Self Insurance Program, through SARM, for fire fighting costs incurred when the mower hit a power pole guy wire on October 3.

CARRIED

OFFICE MOVING COMPENSATION

2024-233 VAN AS, DIRK: THAT the municipality gift Danny Wasylw and helpers Josh, Damian, Jeff, Justin and Cory, \$100 gift cards as compensation for helping move office counters, vault door and supplies to the new office.

CARRIED

MUNISOFT

2024-234 KALMAKOFF, KEN: THAT a battery backup be ordered for the office Server computer.

CARRIED

CHRISTMAS BONUS

2024-235.1 KNUTSON, BRAD: THAT the following be paid a Christmas Bonus:

- Allan Veldman: \$1000
- Hudson Bailey: \$500
- Danny Wasylw: \$250
- Miranda Petryshyn: \$750
- Twila Hadubiak: RM share of SMHI Commission

CARRIED

RMAA CURLING

2024-236 LINDGREN, JORDAN: THAT the RM of Keys No.303 enter a team in the RMAA curling bonspiel in Foam Lake on February 6 with the Registration fee of \$150.00 being paid.

CARRIED

REVENUE SHARING RESOLUTION

2024-237 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

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2024 CUSTOM WORK

2024-238 STATCHUK, CALVIN: THAT any 2024 outstanding custom work and/or water fees be added to taxes as of December 31.

CARRIED

AR BALANCE

2024-239 HOFER, MARK: THAT the AR account be balanced with refunds to credit accounts 471, 97, 112, 274, 1072, 843, 1151, 980, 983, 473 and PRO-SN totaling \$378.22, and also to write off uncollectible account DOC099 for \$369.00.

CARRIED

SASKATCHEWAN LOTTERIES GRANT

2024-240 VAN AS, DIRK: 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

COMMITTEES

2024-241 KALMAKOFF, KEN: THAT the following Committee Reports be accepted as presented:

- Hudson Bay Route Association (HBRA)
- SARM Midterm Convention
- Development Appeals Results
- Canora Rural Public Utility Board (CRPUB)
- Parkland Regional Waste Management Authority (PRWMA)

CARRIED

PDAP TRAINING SESSION

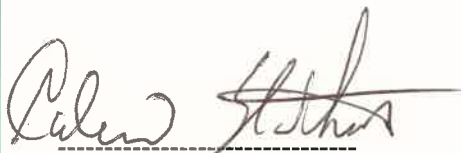
2024-242 KNUTSON, BRAD: THAT Administration attend the PDAP (Provincial Disaster Assistance Program) training session in Yorkton on January 8.

CARRIED

ADJOURNMENT

2024-243 STATCHUK, CALVIN: THAT this meeting be adjourned. (4:00 p.m.)

CARRIED



Reeve



Administrator

RM OF KEYS NO. 303

Payment Register

Report Date
01/07/2025 11:01 AM
M-11 (a)

Batch: 2024-00116 to 2024-00126

Bank Code: AP - AP GENERAL

| Payment # | Vendor | Date | Amount |
|----------------------------|--------------------------------|------------|------------|
| Computer Cheque | | | |
| 18728 | Bear Electric Ltd. | 11/14/2024 | 11,179.89 |
| 18729 | Poworoznyk, Vern | 11/14/2024 | 750.00 |
| 18730 | Steel N' Dirt Construction LTD | 11/14/2024 | 107,779.55 |
| 18731 | Twi-Lite Tire | 11/14/2024 | 38.85 |
| 18732 | Canora Home Hardware | 11/14/2024 | 643.61 |
| 18733 | Canora Composite SRC | 11/30/2024 | 1,000.00 |
| 18734 | Canadian Imperial Bank Of Comm | 11/30/2024 | 2,751.33 |
| 18735 | Petty Cash | 11/30/2024 | 25.00 |
| 18736 | Cameron Pump Service 2006 | 12/12/2024 | 8,325.00 |
| 18737 | Canora Home Hardware | 12/12/2024 | 384.64 |
| 18738 | Canora Courier Ltd | 12/12/2024 | 226.32 |
| 18739 | CDK Drone Services | 12/12/2024 | 1,737.15 |
| 18740 | Cherniawsky, Don | 12/12/2024 | 950.00 |
| 18741 | Desroches, Joel & Marci | 12/12/2024 | 300.00 |
| 18742 | Gervais, Laird | 12/12/2024 | 300.00 |
| 18743 | Guenther, Sherry | 12/12/2024 | 764.04 |
| 18744 | Hallick, Brad | 12/12/2024 | 3,116.52 |
| 18745 | Hofer, Mark | 12/12/2024 | 2,243.00 |
| 18746 | Kalmakoff, Ken | 12/12/2024 | 10,517.60 |
| 18747 | Knutson, Brad | 12/12/2024 | 363.39 |
| 18748 | Lindgren, Jordan | 12/12/2024 | 366.05 |
| 18749 | Malanowich, Harvey | 12/12/2024 | 207.20 |
| 18750 | Masters, Dave | 12/12/2024 | 2,018.46 |
| 18751 | Myrh, Owen | 12/12/2024 | 1,365.00 |
| 18752 | Norquay Co-Op | 12/12/2024 | 1,754.33 |
| 18753 | Parkland Septic Tank Services | 12/12/2024 | 169.00 |
| 18754 | Reaney, Kirby | 12/12/2024 | 225.00 |
| 18755 | R. M. OF COTE #271 | 12/12/2024 | 17.50 |
| 18756 | Statchuk, Cal | 12/12/2024 | 1,681.41 |
| 18757 | Stevenson, Darryl | 12/12/2024 | 278.60 |
| 18758 | Town Of Canora | 12/12/2024 | 50.44 |
| 18759 | Town Of Canora | 12/12/2024 | 72.05 |
| 18760 | Van As, Dirk | 12/12/2024 | 2,163.25 |
| Total for Computer Cheque: | | | 163,764.18 |

EFT

| | | | |
|------|-----------------------|------------|----------|
| 1032 | Bailey, Hudson | 11/22/2024 | 1,627.26 |
| 1033 | Hadubiak, Twila | 11/22/2024 | 1,592.40 |
| 1034 | Hammermeister, Robert | 11/22/2024 | 1,671.25 |
| 1035 | Kowalchuk, Glenda | 11/22/2024 | 55.17 |
| 1036 | Municipal Employees | 11/22/2024 | 2,065.22 |
| 1037 | Petryshyn, Miranda | 11/22/2024 | 1,229.41 |
| 1038 | Veldman, Allan | 11/22/2024 | 1,973.42 |
| 1039 | Wasyliw, Daniel | 11/22/2024 | 1,476.14 |
| 1040 | Bailey, Hudson | 12/06/2024 | 1,627.26 |
| 1041 | Hadubiak, Twila | 12/06/2024 | 1,639.55 |
| 1042 | Hammermeister, Robert | 12/06/2024 | 679.23 |
| 1043 | Municipal Employees | 12/06/2024 | 1,743.34 |
| 1044 | Petryshyn, Miranda | 12/06/2024 | 1,452.13 |
| 1045 | Veldman, Allan | 12/06/2024 | 1,988.31 |

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RM OF KEYS NO. 303

Payment Register

Report Date
01/07/2025 11:01 AM
M-11 (a)

Batch: 2024-00116 to 2024-00126

| Payment # | Vendor | Date | Amount |
|-----------|---------------------------------|------------|------------------|
| 1046 | Wasyliw, Daniel | 12/06/2024 | 92.39 |
| 1047 | Evolution Training & Consulting | 11/30/2024 | 1,312.50 |
| 1048 | Munisoft | 11/30/2024 | 5.13 |
| 1049 | SecurTek | 11/30/2024 | 100.91 |
| 1050 | Bailey, Hudson | 12/09/2024 | 63.68 |
| 1051 | DunRite Vac | 12/09/2024 | 1,025.85 |
| 1052 | GeoVerra Inc. | 12/09/2024 | 3,727.50 |
| 1053 | Hadubiak, Twila | 12/09/2024 | 127.88 |
| 1054 | Munisoft | 12/09/2024 | 5,113.22 |
| 1055 | Ostafie, Janet | 12/09/2024 | 384.00 |
| 1056 | SARM | 12/09/2024 | 706.33 |
| 1057 | SHRED - IT INTERNATIONAL INC. | 12/09/2024 | 205.83 |
| | Total for EFT: | | <u>33,685.31</u> |

Other

| | | | |
|-----------|-----------------------------|------------|------------------|
| 2024-0064 | Receiver General | 11/18/2024 | 3,715.64 |
| 2024-0065 | Receiver General | 12/02/2024 | 2,978.80 |
| 2024-0066 | Sask Power | 11/30/2024 | 1,906.75 |
| 2024-0067 | Sask Tel | 11/30/2024 | 298.93 |
| 2024-0068 | SaskEnergy | 11/30/2024 | 1,004.69 |
| 2024-0069 | Saskatchewan Municipal Hail | 11/30/2024 | 5,142.53 |
| | Total for Other: | | <u>15,047.34</u> |

Government Withdraw

| | | | |
|-----------|--------------------------------|------------|------------------|
| 2024-0012 | Sask Electronic Tax Service | 11/30/2024 | 33,668.86 |
| | Total for Government Withdraw: | | <u>33,668.86</u> |

Total for AP: 246,165.69

Payments Printed: 66

CS