

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE R.M. OF  
KELVINGTON NO. 366 HELD AT THE R.M. OFFICE, 201 MAIN STREET, KELVINGTON,  
SK ON THURSDAY THE 12TH DAY OF DECEMBER, 2024.**

Reeve - Maurice Patenaude  
Councillor Division 1 – Garth Lindgren  
Councillor Division 2 – Miller Hendren  
Councillor Division 3 – Richard Niezgoda  
Councillor Division 5 – Curtis Nerlien  
Councillor Division 6 – Cameron Nygren  
Administrator – Heather Elmy

**Call To Order**

The meeting was called to order by Reeve Patenaude at 9:00 a.m.

<b>Res</b> 2024-186	<b>Approve Minutes of Regular Meeting – November 14, 2024</b> <b>Moved By:</b> Miller Hendren
	That the minutes of the November 14, 2024, regular council meeting be approved.
	<b>CARRIED</b>

<b>Res</b> 2024-187	<b>Approve Minutes of Special Meeting - November 26, 2024</b> <b>Moved By:</b> Richard Niezgoda
	That the minutes of the November 26, 2024, special council meeting be approved by Council.
	<b>CARRIED</b>

<b>Res</b> 2024-188	<b>Statement of Financial Activities - November, 2024</b> <b>Moved By:</b> Curtis Nerlien
	That the Statement of Financial Activities for the month of November 2024, be adopted as presented.
	<b>CARRIED</b>

Councillor Lindgren entered the meeting at 9:10 a.m.  
Councillor Nygren entered the meeting at 10:20 a.m.

<b>Res</b> 2024-189	<b>Bank Reconciliation - November, 2024</b> <b>Moved By:</b> Cameron Nygren
	That the Bank Reconciliation for the month of November 2024, be adopted as presented.
	<b>CARRIED</b>

<b>Res</b> 2024-190	<b>Credit Card Reconciliation</b> <b>Moved By:</b> Garth Lindgren
	That the MasterCard Statement(s) for the following period(s) be approved:
	<ul style="list-style-type: none"><li>• October 23, 2024 to November 21, 2024</li></ul>
	<b>CARRIED</b>

<b>Res</b> 2024-191	<b>Payment of Accounts (per attached list)</b> <b>Moved By:</b> Miller Hendren
	That the following list of payments, as per the schedule attached hereto, be approved for payment:
	<ul style="list-style-type: none"><li>• Cheque No. 8153 to 8166</li><li>• Credit Card No. 329 to 336</li><li>• Payroll: Cheque No. EP000157 to EP000161</li><li>• Council Indemnity: O-1-112024, O-5-112024, O-6-112024</li></ul>

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- Receiver General O-31-112024
- SaskPower O-32-112024
- SaskTel O-33-112024
- SaskEnergy O-34-112024
- Prairie North Coop O-36-102024/37-102024
- Greenland Waste O-38-102024
- Ministry of Finance - Horizon O-41-112024
- Ministry of Finance - NE O-42-112024
- Municipal Employees Pension Plan O-43-112024
- Sask Municipal Hail O-44-112024
- Capital I O-46-122024
- Sixteen Safety Services ET-1

**CARRIED**

**Res  
2024-192**

**Correspondence - Acknowledge Presentation  
Moved By: Richard Niezgoda**

That the following correspondence be accepted and filed:

- SARM Rural Dart
- November 2024 - December 2024
- SARM Rural Sheaf - November 2024
- November 13, 2024: RCMP - Quarterly Newsletter
- November 24, 2024: Sask Association of Watersheds - November Newsletter

**CARRIED**

**Res  
2024-193**

**2025 Maintenance Operator Remuneration – Neil Veilleux  
Moved By: Curtis Nerlien**

That Council approves the following remuneration for Maintenance Worker Neil Veilleux effective January 1, 2025:

- Wage rate of \$ 33.00 per hour;
- Guaranteed minimum of 40 hours per week, exclusive of statutory holidays and personal days taken;
- 2025 SARM Benefits Plan premium be paid by the RM;
- 100% of single enrollment Extended Health and Dental Benefits premiums be paid by the RM; and
- \$40.00 per month for use of a private cell phone for municipal business.

**CARRIED**

**Res  
2024-194**

**2025 Foreman Remuneration – Hector Choquette  
Moved By: Cameron Nygren**

That Council approves the following remuneration for Foreman Hector Choquette effective January 1, 2025:

- Wage rate of \$ 38.00.00 per hour;
- Guaranteed salary of 130 hours per month (plus vacation and stat pay) from January 1 to April 30 and November 1 to December 31, 2025;
- 2025 SARM Benefits Plan premium be paid by the RM; and
- \$40.00 per month for use of a private cell phone for municipal business.

**CARRIED**

**Res  
2024-195**

**2025 Administrator Remuneration – Heather Elmy  
Moved By: Garth Lindgren**

That Council approves the following remuneration for Administrator Heather Elmy effective January 1, 2025 and that the Administrator’s Agreement be amended accordingly :

- Salary be set at \$ 70,600 per annum for the year 2025;

Date: January 9, 2025    Reeve: \_\_\_\_\_    Admin: \_\_\_\_\_

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- 2025 SARM Benefits Plan premium be paid by the RM;
- 100% of 2025 single enrollment Extended Health and Dental Benefits premiums be paid by the RM;
- 2025 R.M.A.A. membership fee be paid by the RM;
- \$40.00 per month for use of a private cell phone for municipal business.

**CARRIED**

**Res**  
2024-196

**2025 Committee Appointments - Annual Review**  
**Moved By:** Miller Hendren

That the R.M. of Kelvington's Committee appointments for 2025 be made according to the schedule attached hereto.

**CARRIED**

**Res**  
2024-197

**2025 Council Meeting Dates**  
**Moved By:** Richard Niezgoda

That Council approve the 2025 Council Meeting dates as per the schedule attached hereto.

**CARRIED**

**Res**  
2024-198

**2025 Membership Renewals**  
**Moved By:** Curtis Nerlien

That Council authorize the renewal of the R.M. of Kelvington No. 366 memberships for 2025 with the following orgnaizations:

- Sask. Association of Rural Municipalities
- North East Area Transportation Planning Committee
- Agriculture Health and Safety Network
- Agriculture in the Classroom Sask. Inc.
- Federation of Canadian Municipalities
- Hudson Bay Route Association

**CARRIED**

**Res**  
2024-199

**2025 Appointment of Board of Revision - Western Municipal Consulting**  
**Moved By:** Cameron Nygren

That pursuant to Subsection 220(1) of The Municipalities Act, the RM OF KELVINGTON NO.366 appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

**CARRIED**

**Res**  
2024-200

**2025 Appointment of Board of Revision Secretary**  
**Moved By:** Garth Lindgren

That pursuant to Subsection 221(1) of The Municipalities Act, the RM OF KELVINGTON NO.366 appoints Nicolle Hoskins with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1,

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2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

**CARRIED**

**Res  
2024-201**

**2025 Appointment of Development Appeals Board  
Moved By: Richard Niezgoda**

That pursuant to Subsection 214(1) of The Planning and Development Act, 2007, the RM OF KELVINGTON NO.366 appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

**CARRIED**

**Res  
2024-202**

**2025 Appointment of Development Appeals Board Secretary  
Moved By: Miller Hendren**

That pursuant to Subsection 216(3)(a) of The Planning and Development Act, 2007, the RM OF KELVINGTON NO.366 appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

**CARRIED**

**Res  
2024-203**

**2025 Appointment of Pest Control Officer  
Moved By: Curtis Nerlien**

That Council appoint Vincent Bailly as the RM's Pest Control Officer for the period of January 1, 2025 to December 31, 2025.

**CARRIED**

**Res  
2024-204**

**2025 Designation of Pest Control Official as Appointed Official  
Moved By: Cameron Nygren**

That Council designate Pest Control Officer, Vincent Bailly, as an appointed official for 2025 under the SARM Disability Benefits Plan.

**CARRIED**

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**Res 2024-205**      **2025 Fire Brigade - Designate Members as Appointed Officials**  
**Moved By:** Garth Lindgren

That the RM of Kelvington designate the Kelvington & District Fire Fighting Association brigade members identified on the list attached to the minutes hereto, as appointed officials for 2025 under the SARM Disability Benefits Plan.

**CARRIED**

**Res 2024-206**      **2025 Appointment of Bylaw Enforcement Officer**  
**Moved By:** Miller Hendren

That the RM of Kelvington No. 366 appoint B & B Enforcement Services as the Bylaw Enforcement Officer for the Municipality effective for the period of January 1, 2025 to December 31, 2025.

This appointment may be terminated by Council or by B & B Enforcement Services by giving the other party notice in writing specifying the date for such termination, which shall be not less than 30 days after the date of receipt of such notice.

**CARRIED**

**Res 2024-207**      **2025 Appointment of Assistant Development Officer**  
**Moved By: Richard Niezgoda**

That the RM of Kelvington No. 366 appoints Chris Letendre as the Assistant Development Officer for the Municipality effective January 1, 2025 to December 31, 2025; duties of the Assistant Development Officer will include enforcement of Zoning Bylaw 22/98 and other duties as may be assigned by Council and/or the Development Officer.

This appointment may be terminated by Council or by Chris Letendre giving the other party notice in writing specifying the date of such termination, which shall be not less than 30 days after the date of receipt of such notice.

**CARRIED**

**Res 2024-208**      **2025 Appointment of Building Official**  
**Moved By: Curtis Nerlien**

That the RM of Kelvington No. 366 appoint Chris Letendre, Building Official License Number BOL438, as the Building Official for the Municipality effective January 1, 2025 to December 31, 2025.

This appointment may be terminated by Council or by Chris Letendre by giving the other party notice in writing specifying the date for such termination, which shall be not less than 30 days after the date of receipt of such notice.

**CARRIED**

**Res**                      **2024 Audit - Appointment of Auditor and Authorization of Audit Documents**  
2024-209              **Moved By:** Cameron Nygren

That Council appoint Janke LLP as the Auditors for the RM of Kelvington No.366's 2024 Audit and authorizes the completion of the following 2024 audit documents:

- Janke LLP engagement letter dated November 27, 2024;
- Janke LLP 2024 Signing Authority Request;
- Responses to Janke LLP's council questionnaire dated November 27, 2024, for purposes of the 2024 municipal audit; and
- Bank Confirmation for purposes of the 2024 municipal audit.

**CARRIED**

Date: January 9, 2025    Reeve:                      Admin:

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<b>Res 2024-210</b>	<b>2025 Notice of Planned Procurement - Annual Declaration</b> <b>Moved By:</b> Garth Lindgren  That the RM of Kelvington publish on SaskTenders a declaration of the RM's intent to participate in one or more procurements offered through the Saskatchewan Association of Rural Municipalities (SARM) between January 2025 and December 2025.  <b>CARRIED</b>
<b>Res 2024-211</b>	<b>2025 RMAA Curling - Authorize Attendance</b> <b>Moved By:</b> Miller Hendren  That Council authorized members of Council and RM Staff to attend the 2025 RMAA Curling Bonspiel being hosted by the RM of Foam Lake on February 6, 2025.  <b>CARRIED</b>
<b>Res 2024-212</b>	<b>RM of Barrier Valley - Review of Annual Maintenance Agreement - W. 30 &amp; 31-40-12-W2</b> <b>Moved By:</b> Richard Niezgoda  That the RM of Kelvington renew our road maintenance agreement in 2025 with the RM of Barrier Valley No. 397 as per the following terms: <ul style="list-style-type: none"><li>• RM of Barrier Valley No. 397 will provide annual road maintenance (grading, snow plowing and mowing) to the W. 30 &amp; 31-40-12-W2 at the agreed upon terms and rates; and</li><li>• RM of Kelvington No. 366 will gravel the W. 30 &amp; 31-40-12-W2 as part of the RM's regular gravelling schedule.</li></ul> <b>CARRIED</b>
<b>Res 2024-213</b>	<b>2025 Street Maintenance Agreement - Greenwater Lake Provincial Park</b> <b>Moved By:</b> Curtis Nerlien  That the RM of Kelvington enter into an agreement with the Greenwater Lake Provincial Park to provide street maintenance services for the year 2025 on the following streets at Greenwater Lake: <ul style="list-style-type: none"><li>• Teale Drive</li><li>• Kehrig Road</li><li>• Francis Avenue</li><li>• Hummingbird Drive</li></ul> <b>CARRIED</b>
<b>Res 2024-214</b>	<b>2025 SARM Liability Self Insurance Program Coverage - Excess Liability Insurance</b> <b>Moved By:</b> Cameron Nygren  That Council amend Resolution # 2024-178 to read - that Council renew the RM of Kelvington No. 366's SARM Liability Self Insurance Program coverage for 2025 and that the RM purchase Excess Liability Insurance under the SARM program for 2025 in the amount of \$ 2,000,000.  <b>CARRIED</b>
<b>Res 2024-215</b>	<b>Policy 400-7 - Maintenance of Residential Driveways</b> <b>Moved By:</b> Garth Lindgren  That Council approves revisions to Policy No. 400-7 Maintenance of Residential Driveways attached to the minutes herein, that will become effective January 1, 2025.  <b>CARRIED</b>

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<b>Res 2024-216</b>	<b>Policy No. 800-1 - Purchase Authority and Authorization of Expenditures Policy</b> <b>Moved By:</b> Miller Hendren  That Council approves revisions to Policy No. 800-1 Purchase Authority and Authorization of Expenditures Policy attached to the minutes herein, that will become effective December 1, 2024.  <b>CARRIED</b>
<b>Res 2024-217</b>	<b>Authorize Purchase of Electronic Fund Transfer Software from Munisoft</b> <b>Moved By:</b> Richard Niezgoda  The Council authorize the purchase of Electronic Funds Transfer (EFT) software from Munisoft.  <b>CARRIED</b>
<b>Res 2024-218</b>	<b>Authorization to Setup Electronic Funds Transfer (EFT) Direct Deposit</b> <b>Moved By:</b> Curtis Nerlien  That Council authorize Administrator Heather Elmy to proceed with setting up the RM's Electronic Funds Transfer (EFT) direct deposit through Accent Credit Union - CAFT for the payment of vendor invoices if requested: <ul style="list-style-type: none"><li>• Uploader Role: Administrator Heather Elmy</li><li>• Authorizer Role: Reeve Maurice Patenaude</li><li>• Authorizer Role: Deputy Reeve Miller Hendren</li><li>• Estimated per A/P batch - total transaction amount = \$20,000</li><li>• Estimated per A/P batch - total number of files included in each batch = 15</li><li>• Estimated per month - total average transaction amount = \$40,000</li><li>• Estimated per month - total number of files = 30</li></ul> <b>CARRIED</b>
<b>Res 2024-219</b>	<b>Authorization for Signing Officers - Accounts Payable Electronic Funds Transfer Payments</b> <b>Moved By:</b> Cameron Nygren  That Council authorize the following RM of Kelvington No. 366 signing authorities to act as Signing Officers who will authorize Electronic Funds Transfer (EFT) payments: <ul style="list-style-type: none"><li>• Administrator Heather Elmy</li><li>• Reeve Maurice Patenaude</li></ul> <b>CARRIED</b>
<b>Res 2024-220</b>	<b>Authorize Addition to Taxes - Outstanding 2024 Custom Work</b> <b>Moved By:</b> Garth Lindgren  That Council authorizes the addition of all outstanding 2024 custom work fees to the tax roll as at on December 31, 2024.  <b>CARRIED</b>
<b>Res ACKNOWLEDGE</b>	<b>Kelvington &amp; District Fire Fighting Association - December 4, 2024, Meeting Minutes</b>  That Council acknowledges receipt of the Kelvington & District Fire Fighting Association's December 4, 2024, meeting minutes.
<b>Res 2024-221</b>	<b>Adjournment</b> <b>Moved By:</b> Miller Hendren  That this meeting now adjourn at 1:05 p. m.  <b>CARRIED</b>

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**Delegations:**

- 9:30 am     Sgt. Sean Carlson, RCMP  
                 Area Update
- 10:00 am     Andrea Crittenden, Sixteen Safety Services  
                 Safety Program Update POSTPONED TO LATER DATE

Reeve: \_\_\_\_\_ Admin: \_\_\_\_\_

SEAL