

Rural Municipality of Clayton No. 333

Minutes of the Regular Council Meeting

December 10, 2025 - 09:00 AM

113 - 1 Ave. N., Hyas, SK

In Attendance:

Reeve Hal Griffith, Division 1 Councillor Duane Hicks, Division 2 Councillor Darin Jacquemart,
Division 3 Councillor Dean Serdachny, Division 4 Councillor Ron Perepeluk,
Division 5 Councillor Dwight Rubletz, Division 6 Councillor Lorne Ball, Administrator Tanya Papp

Call To Order

A quorum being present, Reeve Hal Griffith called the meeting to order at 9:00 a.m.

Additions to Agenda

2025-00342 **Moved by:** Councillor Lorne Ball

THAT we accept the agenda with the following additions: Printer.

CARRIED

In Camera

2025-00343 **Moved by:** Councillor Dwight Rubletz

THAT Council proceed In Camera at 9:10 a.m. to discuss employee wages for the 2026 year.

CARRIED

Out of Camera

Council comes Out of Camera and the Regular Meeting of Council reconvenes at 9:28 a.m.

Delegation - Chad Killniak

9:29 a.m. - Chad Killniak entered Council Chambers for an Employee Review and to provide a verbal maintenance report.

Employee Review - Chad Killniak

2025-00344 **Moved by:** Councillor Lorne Ball

THAT we raise Chad Killniak's rate of pay to \$92,000.00 per year effective January 1, 2026 as per the Maintenance Foreman Employment Agreement.

CARRIED

9:55 a.m. - Chad Killniak departed Council Chambers.

9:57 a.m. - Councillor Dean Serdachny entered Council Chambers.

Delegation - Jordan Marshall

9:58 a.m. - Jordan Marshall entered Council Chambers for an Employee Review.

Employee Review - Jordan Marshall

2025-00345 **Moved by:** Councillor Ron Perepeluk

THAT we raise Jordan Marshall's rate of pay to \$35.25 per hour effective January 1, 2026 as per the Seasonal General Road Maintenance Employment Agreement.

CARRIED

10:00 a.m. - Jordan Marshall departed Council Chambers.

Delegation - Andrew Gazdewich

10:06 a.m. - Andrew Gazdewich entered Council Chambers for an Employee Review.

Employee Review - Andrew Gazdewich

2025-00346 **Moved by:** Councillor Darin Jacquemart

THAT we raise Andrew Gazdewich's rate of pay to \$85,800.00 per year effective January 1, 2026 as per the General Road Maintenance Employment Agreement.

CARRIED

10:12 a.m. - Andrew Gazdewich departed Council Chambers.

Conflict of Interest

2025-00347 **Moved by:** Councillor Dean Serdachny

THAT Councillor Dean Serdachny declared a conflict of interest regarding Resolution No. 2025-00386, Proposed Drainage Project No. E5105728 - Penner-On Farm.

CARRIED

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2025-00348	Confirmation of Minutes Moved by: Councillor Duane Hicks THAT we approve the minutes of the November 12, 2025 Regular Meeting of Council and November 19, 2025 Special Meeting of Council as presented. CARRIED
	Reports of Administration and Committees
2025-00349	Capital I Quote Moved by: Councillor Darin Jacquemart THAT we approve to purchase the wing set-up from Capital I Industries, in the amount of \$21,000.00 plus tax, in the 2026 fiscal year. CARRIED
2025-00350	Credit Card Statements Moved by: Councillor Dwight Rubletz THAT we acknowledge the Credit Card Statement was not presented due to technical issues with the Affinity Credit Union online system after the credit card balance increase. CARRIED
2025-00351	Administrator Report Advance for Payroll Moved by: Councillor Ron Perepeluk THAT the Administrator is authorized to pay the municipal employees an advance when implementing the new Paymate payroll system if required. CARRIED
2025-00352	Tax Enforcement Report Moved by: Councillor Dean Serdachny THAT the Tax Enforcement Report dated December 8, 2025 be acknowledged as presented. CARRIED
2025-00353	Financial Statements Moved by: Councillor Duane Hicks THAT we accept the Statement of Financial Activities for the month of November 2025 as presented. CARRIED
2025-00354	Budgetary Control Report Moved by: Councillor Darin Jacquemart THAT the Budgetary Control Report dated December 9, 2025 be acknowledged as presented. CARRIED
2025-00355	List of Accounts for Approval Moved by: Councillor Dwight Rubletz THAT the List of Accounts for Approval in the amount of \$528,525.94, be accepted and approved for payment as presented: • Cheque payment numbers 5876 to 5898; • EFT payment numbers 3921 to 3941; • Credit card payment numbers 20251102 to 20251107 and 20251201 and 20251214; • Online banking payment numbers 20251109 to 20251128 and 20251201 to 20251210; and • Automatic withdrawal payments numbers 202511-003 and 202512-001 to 202512-002. CARRIED

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2025-00356	Additional Bills Moved by: Councillor Lorne Ball THAT we approve to pay the presented additional bills in the amount of \$42,456.35 as per Accounts Payable Invoice Batches No. 2025-00146 and 2025-00148. CARRIED
2025-00357	Kam-Crete Ltd. Hauling Invoice No. 7464 and 7465 Moved by: Councillor Ron Perepeluk THAT we approve to pay Kam-Crete Ltd. gravel hauling Invoices No. 7464 and 7465 in the amount of \$2,696.36, without the standard 10% hold back. CARRIED
2025-00358	Kam-Crete Ltd. Hold Back Moved by: Councillor Dean Serdachny THAT we approve to release the Kam-Crete Ltd. hold back, in the amount of \$9,237.36, for gravel hauling in the year of 2025. CARRIED
2025-00359	Payments Between Council Meetings Moved by: Councillor Duane Hicks THAT the Reeve and the Administrator are authorized to pay invoices as needed between the December 2025 and January 2026 Council Meetings. CARRIED
2025-00360	Approval of Reports Moved by: Councillor Darin Jacquemart THAT the Administrator, Maintenance and the following Committee reports be accepted as verbally presented: • Parkland Regional Waste Management Association: Councillor Duane Hicks • Regional EMO: Councillor Duane Hicks • NEATPC: Councillor Lorne Ball • APAS: Councillor Lorne Ball • Employee Relations Committee: Councillor Dwight Rubletz, Councillor Ron Perepeluk, Administrator Tanya Papp CARRIED
2025-00361	Public Hearings Delegations – Employee Reviews Delegation - Allan Boen (cancelled) Employee Review - Allan Boen Moved by: Councillor Dwight Rubletz THAT we raise Allan Boen's rate of pay to \$37.25 per hour effective January 1, 2026 as per the Seasonal Road Maintenance Employment Agreement. CARRIED Delegation - Sabrina Chernyk (cancelled)
2025-00362	Employee Review - Sabrina Chernyk Moved by: Councillor Ron Perepeluk THAT we raise Sabrina Chernyk's rate of pay to \$35.25 per hour effective January 1, 2026 as per the Seasonal Road Maintenance Employment Agreement. CARRIED

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Delegation - Lise Carpentier (cancelled)

2025-00363 **Employee Review - Lise Carpentier**
Moved by: Councillor Lorne Ball

THAT we raise Lise Carpentier's rate of pay to \$33.25 per hour effective January 1, 2026.

CARRIED

2025-00364 **MEPP Discrepancy**
Moved by: Councillor Duane Hicks

THAT we accept payment of \$742.56 for the MEPP discrepancy reported on MEPP File ID Nos. 478433, 478307 and 473782.

CARRIED

2025-00365 **Delegation - Jazmyn Papp**

12:55 a.m. - Jazmyn Papp entered Council Chambers for an Employee Review.

Employee Review - Jazmyn Papp
Moved by: Councillor Dean Serdachny

THAT we raise Jazmyn Papp's rate of pay to \$24.25 per hour effective January 1, 2026.

CARRIED

1:02 p.m. - Jazmyn Papp departed Council Chambers.

1:09 p.m. - Administrator Tanya Papp was asked to leave Council Chambers to discuss an Administrative Performance review.

1:38 p.m. - Administrator Tanya Papp returned to Council Chambers.

2025-00366 **Employee Review - Tanya Papp**
Moved by: Councillor Ron Perepeluk

THAT we raise Tanya Papp's rate of pay to \$90,000.00 per year effective January 1, 2026, with the same hourly compensation formula as the salaried maintenance employees.

CARRIED

Communications

2025-00367 **Correspondence**
Moved by: Councillor Darin Jacquemart

THAT the circulated correspondence be filed for future reference:

- **Rural Municipality of Buchanan No. 304:** Notice of Membership Withdrawal from Parkland Regional Waste Management Association
- **Division 4 RMAA Director Jaime Orr:** LA FOIP Legislation Changes
- **North East Area Transportation Planning Committee (NEATPC):** December 9, 2025 Meeting Agenda
- **APAS:** Submission to the Farmland Ownership Advisory Committee; 2025 APAS AGM Agenda
- **Ministry of Government Relations:** Building and Technical Standards Key Updates;
- **The Agricultural Health and Safety Network:** Steering Committee Members
- **Saskatchewan Assessment Management Agency (SAMA):** Service Fee Changes Coming in 2026
- **Municipal Hail Insurance:** 2025 Season Claims Letter

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Reeve and Councillors Forum

2025-00368 **Division 6 Mowing Complaint**
Moved by: Councillor Lorne Ball

THAT Council deny the claim for the tree damage received from Owner No. 261 on November 18, 2025 as the Divisional Councillor verbally notified the ratepayer to mark or flag the trees prior to municipal mowing after the first complaint was received in 2024.

Bylaw No. 13-82, Prohibiting Trees, Stones and Other Line of Sight Obstructions, shall be sent to the ratepayer.

CARRIED

Unfinished Business
CTP Grid Road 753 Bridge Replacement

2025-00369 **Quote for Old CTP Bridge Removal**
Moved by: Councillor Dwight Rubletz

THAT we proceed with the removal of the old CTP bridge for the estimated price of \$10,000.00 and supply the rip rap for the project if we are able to do so.

CARRIED

2:05 p.m. - Reeve Hal Griffith turned the chair over to Deputy Reeve Darin Jacquemart; Reeve Hal Griffith departed Council Chambers.

2025-00370 **Office Assistant Position**
Moved by: Councillor Ron Perepeluk

THAT we offer the Office Assistant Position to Ruslana Ochitwa at a rate of \$20.00 per hour with a review at the end of the 3-month probation period.

CARRIED

2:13 p.m. - Reeve Hal Griffith returned to Council Chambers; Deputy Reeve Darin Jacquemart turned the chair back to Reeve Hal Griffith.

2025-00371 **Land Access Agreement No. 2025-01 and 2025-02**
Moved by: Councillor Duane Hicks

THAT we acknowledge Land Access Agreement Nos. 2025-01 and 2025-02 were signed.

CARRIED

2:57 p.m. - Councillor Dean Serdachny left Council Chambers.

2025-00372 **Range Road 2012 Survey**
Moved by: Councillor Duane Hicks

THAT the Rural Municipality of Clayton No. 333 award the Range Road 2012 Survey Project to 20/20 Geomatics in accordance with submitted Quote No. 15115.

CARRIED

2025-00373 **Ministry of Agriculture Sand & Gravel Lease No. 199936**
Moved by: Councillor Dwight Rubletz

THAT the Administrator is authorized to complete and submit page one of the Ministry of Agriculture Sand and Gravel Disposition Application Form, as requested by the Ministry of Agriculture Lands Branch, to ensure the Rural Municipality of Clayton No. 333 remain listed as a joint lessee of the Buffalo Hump Gravel Pit with the Rural Municipality of Keys No. 303 under Lease No. 199936.

CARRIED

New Business
Appointment of Deputy Reeve
Moved by: Councillor Lorne Ball

2025-00374

THAT we appoint Division 2 Councillor Darin Jacquemart as the Deputy Reeve for the 2026 year.

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- 2025-00375

Regular Meeting of Council - 2026 Dates
Moved by: Councillor Ron Perepeluk

THAT as per Council Procedures Bylaw No. 2018-02, Regular Meetings of Council shall be held on the second Wednesday of each month commencing at 9:00 a.m.

CARRIED
- 2025-00376

Council Appointments
Moved by: Councillor Duane Hicks

THAT the 2026 Council appointments be approved as per "Schedule A" which will be attached to and form part of these minutes.

CARRIED
- 2025-00377

Appointment of Municipal Building Official
Moved by: Councillor Darin Jacquemart

THAT the Rural Municipality of Clayton No. 333 appoint Chris Letendre (Licence No. BOL438) from B & B Enforcement Services to act as the Building Official for the year 2026 on behalf of the local authority pursuant to the requirements of the Building Bylaw and *The Construction Codes Act, The Building Code Regulations and The Energy Code Regulations.*

CARRIED
- 2025-00378

Appointment of Assessment Appeals Board
Moved by: Councillor Dwight Rubletz

THAT the Rural Municipality of Clayton No. 333 appoint the East Central Municipal Alliance (ECMA) District Board of Revision to manage assessment appeals for the 2026 assessment year

CARRIED
- 2025-00379

Appointment of the Secretary to the Assessment Appeals Board
Moved by: Councillor Lorne Ball

THAT the Rural Municipality of Clayton No. 333 appoint Lisa Peterson as the Secretary to the East Central Municipal Alliance (ECMA) District Board of Revision for the 2026 assessment year. If Lisa Peterson is unable to perform secretarial duties, the secretary may appoint a delegate to perform administrative functions or as a recording secretary during an appeal hearing.

CARRIED
- 2025-00380

2025-26 Clearing the Path (CTP) Declaration
Moved by: Councillor Ron Perepeluk

THAT the Reeve and Administrator be authorized to sign the CTP Statutory Declaration, as provided by SARM, stating that:

For the Fiscal Year beginning April 1, 2025 and ending March 31, 2026, the Municipality has maintained the Primary Weight Corridor noted in the Clearing the Path - Primary Weight Corridor Maintenance Agreement(s) and Amendment(s) to a level of maintenance that is suitable for the safe and efficient movement of all vehicles, including vehicles operating at primary weights, and all work or services provided are of a good quality and completed in a good and professional manner, in accordance with good and recognized standards, methods, practices and principles employed in the industry for similar work and in accordance with the terms of the Agreement and all applicable codes, laws and regulations.

CARRIED



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2025-00381

Municipal Revenue Sharing Declaration

Moved by: Councillor Duane Hicks

THAT the Council of the Rural Municipality of Clayton No. 333 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2024 Audited Financial Statement 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;
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and
- The municipality does not run a Municipal Waterworks System.

FURTHERMORE THAT we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

2025-00382

Notice of Planned Procurement

Moved by: Councillor Darin Jacquemart

THAT the Rural Municipality of Clayton No. 333 intends to participate in one or more procurements offered through the Saskatchewan Association of Rural Municipalities (SARM), between January 1, 2026 and December 31, 2026.

FURTHERMORE THAT we post our intention to participate in SARM's buying group on the SaskTenders website annually.

CARRIED

Insurance Renewals - SARM

2026 Fidelity Bond Insurance Plan Wording

2025-00383

Moved by: Councillor Dwight Rubletz

THAT we acknowledge the 2026 SARM Fidelity Bond Self-Insurance Plan Wording effective January 1, 2026 was presented to Council.

CARRIED

SARM Benefits Policy Program

2025-00384

Moved by: Councillor Duane Hicks

THAT we acknowledge the 2026 SARM Annual Benefit Renewal Report, Benefit Comparison Chart and current policy wording for the SARM Benefits and SARM Vision Benefit Plan Regulations were presented to Council.

CARRIED

Insurance Renewals - SGI

2025-00385

Moved by: Councillor Lorne Ball

THAT the Administrator is authorized to pay the premium for the municipality's Commercial Insurance Policy through Long Lake Insurance as the 2026 renewal invoice is delayed due to SGI's new system.

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- 2025-00386

Proposed Drainage Project No. E5105728 - Penner-On Farm
Moved by: Councillor Ron Perepeluk

THAT Proposed Drainage Project No. E5105728 - Penner-On Farm be denied until the municipality receives further feedback on the other acts of drainage made by Kelly and Caleb Penner on NE, NW, SE 35-34-03 W2 and details regarding stakeholder consultation undertaken by the Water Security Agency to limit conflicts and impacts to other water users and land owners in the area.

The municipality requires further explanation by the Water Security Agency regarding the reason the PAO (Point of Adequate Outlet) survey did not include the low-lying land south of the PAO located at SE 33-34-03 W2 to Section 10-34-03 W2.

CARRIED
- 2025-00387

2026 APAS Membership
Moved by: Councillor Duane Hicks

THAT we renew our APAS membership for the 2026 year and pay Invoice No. 31427 in the amount of \$14,508.83 prior to January 15, 2026 in order to qualify for the 2% discount.

CARRIED
- 2025-00388

Municipal Office and Shop Holiday Hours
Moved by: Councillor Darin Jacquemart

THAT during the holiday season, the Municipal Office shall be closed on December 22 to 26, 2025 and the Municipal Shop shall be closed December 20, 2025 to January 4, 2026. Regular office and shop hours will resume on January 5, 2026.

CARRIED
- 2025-00389

Municipal Hail Levy
Moved by: Councillor Dwight Rubletz

THAT we pay out the outstanding Hail Levy to SMHI and move the arrears to Municipal Taxes on December 31, 2025.

CARRIED
- 2025-00390

Purchase of Stamps
Moved by: Councillor Lorne Ball

THAT we authorize the purchase of 20 rolls of stamps for 2026 year, estimated to be in the amount of \$2,604.00 including tax.

CARRIED
- 2025-00391

Printer
Moved by: Councillor Duane Hicks

THAT we look into in-office printing of the maps.

CARRIED
- 2025-00392

Public Forum

Adjournment
Moved by: Councillor Darin Jacquemart

THAT we adjourn this meeting at 3:59 p.m.

CARRIED
- Reeve

Administrator

Schedule A

2026 Council & Committee Appointments		
Committee/Title	Appointment	Alternate
Municipal Appointments:		
Board of Revision (Assessment Appeals)	East Central Municipal Alliance (ECMA) District Board of Revision	
Board of Revision Secretary	Lisa Peterson	
Deputy Reeve	Div 2 Councillor Darin Jacquemart	
EMO Coordinator	Div 3 Councillor Dean Serdachny	
Fire Chief - Norquay and District Fire Protection Association	Brice Dahlin	
Fire Chief - Sturgis and District Rural Fire Cooperative	Brad Secundiak	
Municipal Auditor	Baker Tilly SK LLP	
Municipal Building Official	Chris Letendre of B&B Enforcement Services (License No. BOL438)	
Municipal Pest Control Officer	Vince Bailey and Hudson Bailey of Raider Pest Control Services	
Municipal Pound Keeper	VACANT	
Municipal Solicitor	SARM Legal or MLT Aikins	
Municipal Weed Inspector	Vince Bailey and Hudson Bailey of Raider Pest Control Services	
Standing Committee Appointments:		
Employee Relations Committee	Reeve Hal Griffith, Div 5 Councillor Dwight Rubletz	Div 4 Councillor Ron Perepeluk
OCP/Zoning Bylaw Committee Council	Council & Administrator	
OH & S Committee	Reeve Hal Griffith, Div 5 Councillor Dwight Rubletz	Div 4 Councillor Ron Perepeluk
Road Committee (2 minimum)	Reeve Hal Griffith and/or Deputy Reeve plus the Divisional Councillor in which the matter pertains	
Membership Committee Appointments:		
Agricultural Producers Association of Saskatchewan (APAS)	Div 6 Councillor Lorne Ball	
Assiniboine Watershed Stewardship Association (AWSA)	Div 1 Councillor Duane Hicks	Div 6 Councillor Lorne Ball
Community Futures Ventures	Reeve Hal Griffith	Div 5 Councillor Dwight Rubletz
Doctor Incentive/Recruitment	Div 6 Councillor Lörne Ball	
East Central Municipal Alliance (ECMA)	Div 1 Councillor Duane Hicks, Administrator Tanya Papp	Div 6 Councillor Lorne Ball
EMO – Regional Committee (ECMA)	Div 1 Councillor Duane Hicks, Administrator Tanya Papp	Div 5 Councillor Dwight Rubletz
Fire Board - Norquay and District Fire Protection Association (3 members)	Reeve Hal Griffith, Div 1 Councillor Duane Hicks, Div 2 Councillor Darin Jacquemart	
Fire Board - Sturgis and District Rural Fire Coop.	Div 6 Councillor Lorne Ball	Div 3 Councillor Dean Serdachny
Hwy 49 East Chamber of Commerce	Div 2 Councillor Darin Jacquemart	
Highway 9 Regional Potable Water Supply System	Div 2 Councillor Darin Jacquemart	Div 1 Councillor Duane Hicks
Hudson Bay Route Association	Div 2 Councillor Darin Jacquemart	Div 4 Councillor Ron Perepeluk
NEATPC	Div 2 Councillor Darin Jacquemart	Div 4 Councillor Ron Perepeluk
Norquay Veterinary Service Board Inc.	Div 6 Councillor Lorne Ball	
Parkland Regional Library & Norquay Library Board	Div 4 Councillor Ron Perepeluk	
Parkland Regional Waste Management Association (PRWMA)	Div 6 Councillor Lorne Ball	Div 1 Councillor Duane Hicks
Parkland Valley Sport, Culture and Recreation District	Div 3 Dean Serdachny	
RCMP Community Consultive Group - Kamsack	Div 1 Councillor Duane Hicks	
RCMP Community Consultive Group - Sturgis/Canora	Div 3 Councillor Dean Serdachny	
Sturgis & District Mutual Aid	Div 5 Councillor Dwight Rubletz	
Yorkton Regional Hospital/Health Foundation Committee	Div 3 Councillor Dean Serdachny	Reeve Hal Griffith

Updated December 10, 2025