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**MINUTES OF THE REGULAR MEETING OF COUNCIL  
OF THE RURAL MUNICIPALITY OF REFORD NO. 379  
HELD IN THE MUNICIPAL OFFICE AT WILKIE, SASKATCHEWAN  
THURSDAY, JANUARY 16, 2025**

**PRESENT**

Reeve	Justin Huber	Staff
Councillors		CAO Valerie Fendelet
Division No. One	Becky Huber	Foreman Laurie Thompson
Division No. Two	Jason Delaine	
Division No. Four	Evan Johnson	Municipal Consultants
Division No. Five	Daryl Glackin	Development Officer Robin Bloski,
Division No. Six	Brett Sittler	Northbound Planning

Absent: Councillor  
Division No. Three Todd Miller  
Delegation  
Duane Westgard (10:30 a.m.)

**CALL TO ORDER**

A quorum being present, Reeve Huber called the meeting to order at 9:02 a.m.

**9:02 a.m. Robin Bloski, Development Officer, Northbound Planning joined meeting via video conference.**

**CONFLICT OF INTEREST DECLARATION**

Reeve Huber asked for any conflict-of-interest declaration with regard to listed agenda items.

- None declared.

**001/2025 – IN-CAMERA SESSION**

**MOVED BY HUBER, J.**

BE IT RESOLVED Council move into a closed session to receive advice from officials pursuant to *The Municipalities Act*, clause 120(2)(a), and Parts III and IV of the *Local Authority Freedom of Information and Privacy Act*, the time being 9:03 a.m.

Carried.

**Present: Reeve Huber, J.; Councillors: Huber, B., Delaine, J., Johnson, E., Sittler, B.; CAO Fendelet; Robin Bloski, Planner, Northbound Planning**

**9:24 a.m. Councillor Glackin entered Council Chambers.**

**9:40 a.m. Robin Bloski, Development Officer, Northbound Planning exited meeting.**

**002/2025 – RESUME OPEN SESSION**

**MOVED BY HUBER, B.**

BE IT RESOLVED Council move out of a closed session into public meeting, the time being 10:05 a.m.

Carried.

**003 /2025 -REGULAR MEETING MINUTES**

**MOVED BY SITTLER**

WHEREAS circumstances have changed related to Resolution # 330/23-24;

BE IT RESOLVED Resolution # 330/23-24 be rescinded from the minutes of the Regular Meeting held on December 12<sup>th</sup>, 2024;

BE IT FURTHER RESOLVED the minutes be approved, as amended to reflect the rescission of the motion.

Carried.

**004 /2025 -MEETING MINUTES**

**MOVED BY HUBER, B.**

WHEREAS Resolution # 304/23-24 referenced the correspondence item 8(b)(vii)(a) – *Westgard Letter – October 7, 2024*, and it has since been identified that the correct date of the correspondence is October 14, 2024;

BE IT RESOLVED Resolution # 304/23-24 be amended to reflect the correct date, striking October 7, 2024, replacing with October 14, 2024.

Carried.

**005 /2025 – ACCOUNTS FOR PAYMENT**

**MOVED BY JOHNSON**

BE IT RESOLVED Council acknowledge and approve the List of Accounts for payment,

1. cheques numbered 17234 to 17269 in the amount of \$93,987.77.
2. electronic payments numbered 1289 to 1298 totalling \$103,151.95.

Carried.

**006/2025 – FINANCIAL STATEMENT**

**MOVED BY DELAINEY**

BE IT RESOLVED Council accepts the Statement of Financial Position for the month of December, 2024, as presented.

Carried.

**007 /2025 – BANK RECONCILIATION**

**MOVED BY JOHNSON**

BE IT RESOLVED Council acknowledges the December 31, 2024 Bank Reconciliation balances as follows:

Chequing Account Operating	\$2,224,655.50
Savings Account	\$1,056,205.65
Fire Dpt. Capital Account	\$135,754.24
<b>Total Cash</b>	<b><u>\$3,416,615.39</u></b>

Carried.

**008 /2025 – ELECTRONIC PAYMENTS/ONLINE BANKING**

**RESCINDED BY RES #042/2025 (February 27, 2025)**

**MOVED BY SITTLER**

BE IT RESOLVED Council grants sole signatory authorization to CAO Fendelet for electronic payments and online banking.

Carried.

**009/2025 – ADMINISTRATION REPORT**

**MOVED BY HUBER, B.**

BE IT RESOLVED the Administration Report be received as information.

Carried.



**010/2025 – IN-CAMERA SESSION**

**MOVED BY HUBER, B.**

BE IT RESOLVED Council move into a closed session to discuss personnel matters pursuant to *The Municipalities Act*, clause 120(2)(a), and Parts III and IV of the *Local Authority Freedom of Information and Privacy Act*, the time being 10:56 a.m.

Carried.

**Present: Reeve Huber, J.; Councillors: Huber, B., Delainey, J., Johnson, E., Glackin, D., Sittler, B.; CAO Fendele;**

**011/2025 – RESUME OPEN SESSION**

**MOVED BY HUBER, B.**

BE IT RESOLVED Council move out of a closed session into public meeting, the time being 11:36 a.m.

Carried.

**012/2025 – REMUNERATION**

**MOVED BY GLACKIN**

BE IT RESOLVED Council approve a 3% wage increase for Kristen Tokaryk retroactive to January 1, 2025.

Carried.

**013/2025 – REMUNERATION**

**MOVED BY JONHSON**

BE IT RESOLVED Council approve a 3% wage increase for Laurie Thompson retroactive to January 1, 2025.

Carried.

**014/2025 – GRID 657**

**MOVED BY GLACKIN**

WHEREAS Council Development Application #01-2024 to upgrade Township Road 381 from Grid 657 to the west for a distance of ≈ 800 m to access a Steam Assisted Gravity Drainage Facility project located on NW-06-38-19-W3M; and

WHEREAS Council has taken into consideration the following:

- 1) Public comments expressed directly to the RM;
- 2) Existing high-volume traffic on the Grid 657 Road and anticipated increases due to the development;
- 3) Existing poor road conditions on the Grid 657 cannot accommodate the increased traffic associated with the development and has shown signs of failure in the early stages of the project;
- 4) The associated operating and maintenance costs would be improved by upgrading ≈ 7.5 km from Township Road 381 to Hwy. 14 of Grid 657 from a 9-month primary road to a paved road standard to suitably serve the Developer and ratepayers of the Municipality;

BE IT RESOLVED THAT the Developer be required to improve ≈ 7.5 km of Grid 657 roadway from Township Road 381 to Hwy. 14 to a paved standard.

Carried.

**015/2025 – RIRG PROGRAM FUNDING – GRID 771 CAUSEWAY**

**MOVED BY SITTLER**

BE IT RESOLVED Council acknowledges receipt of approval for funding assistance in the amount of \$193,237.50 under the Rural Integrated Roads for Growth (RIRG) Bridge and Large Diameter Culvert Program for the Grid 771 Causeway Project.

Carried.

**016/2025 – RIRG PROGRAM FUNDING – GRID 657**

**MOVED BY DELAINEY**

BE IT RESOLVED Council acknowledges receipt of approval for funding assistance in the amount of \$500,000.00 under the Rural Integrated Roads for Growth (RIRG) Road Construction Program for the Grid 657 Project;

BE IT FURTHER RESOLVED, whereas circumstances have arisen that prevent the project from proceeding in 2025, Council acknowledges CAO Fendeleit’s advisement to the RIRG program of the deferral of the project.

Carried.

**11:53 a.m. Laurie Thompson, Foreman, entered Council Chambers**

**017/2025 – GRAVEL PURCHASE**

**MOVED BY JOHNSON**

BE IT RESOLVED Council authorizes the Chief Administrative Officer to procure traffic gravel from Ryan Mann, R Mann Aggregates, ensuring the cost remains under the North West Trade Partnership Agreement (NWTPA) threshold.

Carried.

**018/2025 – GRADER PURCHASE**

**MOVED BY SITTLER**

BE IT RESOLVED Council approve the purchase of a 2025 John Deere 872GP grader including front lift group, snow wing, and one-way plow.

**Councillor Johnson requested recorded vote.**

**In favour: Reeve Huber; Councillors: Huber, B, Delaine, Johnson, Glackin and Sittler.**

Unanimously Carried.

**019/2025 – GRADER FINANCING**

**MOVED BY HUBER, B.**

BE IT RESOLVED Council approve application to JD Finance for financing for a 36-month term for the purchase of a 2025 John Deere 872GP grader including front lift group, snow wing, and one-way plow.

**Councillor Johnson requested recorded vote.**

**In favour: Reeve Huber; Councillors: Huber, B, Delaine, Johnson, Glackin.**

**Abstention: Councillor Sittler.**

Carried.

**020/2025 – MAINTENANCE REPORT**

**MOVED BY DELAINEY**

BE IT RESOLVED the Maintenance Report be received as information.

Carried.

**021/2025 – DEVELOPMENT APPLICATION – NW 06-38-19 W3M**

**MOVED BY GLACKIN**

BE IT RESOLVED the permitted use application of Cardinal Energy Ltd. for a Steam-Assisted Gravity Drainage (SAGD) Plant be approved, subject to the following conditions or standards:

1. Subject to signing a Master Development Agreement within business 14 days.
2. Subject to signing a Road Maintenance Agreement.
3. All Central Processing Facility, and associated facilities and developments, shall abide by active construction within the following time allotments: 7:00 AM to 8:00 PM to minimize noise disturbance to surrounding residential development within 1.6 km of the Central Processing Facility;
  - a. This restriction shall not apply to operations required to be performed on a 24-hour basis including, without limitation, drilling, drilling support related

activities, emergencies and activities intended to fulfil compliance with regulatory requirements.

4. The Developer shall submit to the Municipality an adaptive management plan within 30 days.
5. The Developer shall submit to the Municipality water monitoring results annually.
6. The Developer shall follow the Emergency Measures Plan as submitted.
7. Approval is contingent on landowner written consent. Landowner approval is required for any activity off the existing road allowance.

BE IT FURTHER RESOLVED to the above conditions or standards, on the understanding that the applicant will adhere to the municipal bylaws, policies, and regulations in effect within the Municipality be approved on the said information identified:

1. Development approval shall be issued in accordance with Policy 1701 of the Municipality;
2. All vehicles must comply with Saskatchewan Highway's secondary weight restrictions. Non-divisible loads exceeding secondary weight limits require municipal overweight permit;
3. Speed limit on Municipal roads is 80 km per hour. Speed limit on overweight loads is 60 km per hour.
4. Approval of this application and issue of a Permit does not absolve the applicant of obtaining other permits and approvals as may be required according to other Municipal, Provincial, and Federal Government legislation;
5. Development permits expire one (1) year from date of issue.

Carried.

**1:19 p.m. Councillor Glackin excused himself from Council Chambers.**

**022/2025 – LAND LEASE TENDER**

**MOVED BY JOHNSON**

BE IT RESOLVED Council authorize CAO Fendelet to advertise for land lease tender SE-05-39-19-W3M, in the newspaper.

Carried.

**1:21 p.m. Councillor Glackin re-entered Council Chambers.**

**023/2025 – IN-CAMERA SESSION**

**MOVED BY HUBER, B.**

BE IT RESOLVED Council move into a closed session to discuss legal matters, pursuant to *The Municipalities Act*, clause 120(2)(a), and Parts III and IV of the *Local Authority Freedom of Information and Privacy Act*, the time being 1:22 p.m.

Carried.

**Present: Reeve Huber, J.; Councillors: Huber, B., Delainey, J., Johnson, E., Glackin, D., Sittler, B.; CAO Fendelet;**

**1:22 p.m. Councillor Glackin excused himself from Council Chambers.**

**024/2025 – RESUME OPEN SESSION**

**MOVED BY HUBER, B.**

BE IT RESOLVED Council move out of a closed session into public meeting, the time being 1:53 p.m.

Carried.

**1:53 p.m. Councillor Glackin re-entered Council Chambers.**



**025/2025 - LEGAL MATTERS**

**MOVED BY HUBER, B.**

BE IT RESOLVED THAT Council acknowledges the legal action against the RM has been dismissed without costs by the Court of King's Bench as of December 11, 2024; and

FURTHERMORE considers the matter resolved with no further action required at this time.

Councillor Glackin abstained from voting.

Carried.

**026/2025 - BYLAW 13/2024 - SECOND READING**

**MOVED BY GLACKIN**

BE IT RESOLVED Bylaw No. 13/2024, being a Repeal Bylaw of the Rural Municipality of Reford No. 379 be read a second time.

Carried.

**027/2025 - BYLAW 13/2024 - THIRD READING**

**MOVED BY SITTLER**

BE IT RESOLVED Bylaw No. 13/2024, being a Repeal Bylaw of the Rural Municipality of Reford No. 379 be read a third time and adopted.

Carried.

**028/2025 - DEPUTY REEVE**

**MOVED BY SITTLER**

That Council appoint Evan Johnson as the Deputy Reeve for the RM of Reford No. 379 for 2025.

Carried.

**029/2025 - FIDELITY BOND**

**MOVED BY JOHNSON**

BE IT RESOLVED, in accordance with subsection 113(3) of *The Municipalities Act*, Council acknowledges presentation of a fidelity bond.

Carried.

**030/2025 - MUNICIPAL REVENUE SHARING GRANT DECLARATION**

**MOVED BY HUBER, B**

BE IT RESOLVED Council of the Rural Municipality of Reford No. 379 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:

- submission of the 2023 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; and
- all members of council have filed and annually updated their Public Disclosures Statements, as required; and

BE IT FURTHER RESOLVED, that Council authorizes CAO Fendelet to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Carried.

**031/2025 - POLLING STATION DESIGNATION**

**MOVED BY GLACKIN**

BE IT RESOLVED, in accordance with section 24 *The Local Government Elections Act, 2015*, the RM Office, 214 2nd Avenue East Wilkie, SK and Wilkie Curling Club, 501 5th Street West, Wilkie, Saskatchewan be designated as polling stations for any by-election held in 2025 for all council positions within the municipality.

Carried.

**032/2025 – SARM PROCUREMENT**

**MOVED BY SITTLER**

BE IT RESOLVED, Council authorizes the participation in the SARM Procurement program for 2025.

Carried.

**033/2025 – LIST OF APPOINTMENTS - 2025**

**MOVED BY HUBER, B.**

BE IT RESOLVED the appointments for 2025 representatives and board committees be amended as outlined in the List of Appointments hereto attached to these minutes.

Carried.

**034/2025 – FIRE FIGHTING APPOINTMENTS**

**MOVED BY JOHNSON**

BE IT RESOLVED each Councillor be appointed as a fire ranger for their own division;

FURTHER that Council authorizes the volunteer fire fighters of the Wilkie District Fire Association to fight fires in the municipality on behalf of the R.M. of Reford No. 379 as per the following list for coverage under our SARM Liability Insurance:

**Wilkie:** Fire Chief Randy Elder, Deputy Fire Chief Craig Sittler, Steve Elder, Jeff Ens, Dylan Gillespie, Mark Karstens, Banden Kotzer, Matthew Schaber, Kris Slind, Greg Stewart, Jim Williams, Blair Winterhalt, Ryan Babchuk, Vitto Rizzuto, Andrew Risling, Braden Morrison.

Carried.

**035/2025 – WORKERS' COMPENSATION BOARD COVERAGE - 2025**

**MOVED BY SITTLER**

BE IT RESOLVED the Saskatchewan Workers' Compensation Board coverage be set at the minimum amount of \$42,235.00 for all elected officials and appointed officials for 2025.

Carried.

**036/2025 – SASK. LOTTERIES GRANT ALLOCATION**

**MOVED BY HUBER, B.**

BE IT RESOLVED the RM allocate \$970.00 (122 population x \$7.95/person) to the Town of Wilkie and an amount of \$795.00 (100 population x \$7.95/person) to the Village of Landis for application under the Saskatchewan Lotteries Community Grant Program

Carried.

**037/2025 – CORRESPONDENCE**

**MOVED BY HUBER, J.**

BE IT RESOLVED the following correspondence, having been circulated and/or dealt with, be filed in the municipal records:

- 8(b)(x)(a)- Wilkie Regional Park (24/12/15)

BE IT FURTHER RESOLVED the following correspondence, having being circulated and/or dealt with be acknowledged as information received:

- 8(b)(x)(b)- Municipal Hail Insurance (24/12/19)
- 8(b)(x)(c)- Ministry of Agriculture (24/12/19)
- 8(b)(x)(d)- Pamela Michaels, RefordGate Gazette (25/01/03).

Carried.

**038 /2025 - ACCOUNTS FOR PAYMENT AUTHORIZATION**

**MOVED BY HUBER, B.**

BE IT RESOLVED Council authorize CAO Fendelet and Reeve Huber to process payments prior to the February, 2024 council meeting.

Carried.

**039/2025 - FEBRUARY COUNCIL MEETING**

**MOVED BY GLACKIN**

BE IT RESOLVED Council approve to move the February 13, 2025 Council meeting date to February 27, 2025.


Carried.

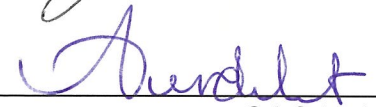
**040/2025 - ADJOURN**

**MOVED BY SITTLER**

BE IT RESOLVED this meeting adjourn, time being 2:39 p.m.

Carried.

  
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Reeve Justin Huber

  
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CAO Valerie Fendelet