

**MINUTES OF THE MEETING OF THE  
RURAL MUNICIPALITY OF LOREBURN NO. 254  
HELD IN THE R.M. OFFICE IN THE VILLAGE OF LOREBURN  
ON TUESDAY, DECEMBER 16, 2025 AT 8.00 A.M.**

M-11 (a)

**PRESENT** Reeve Brad Norrish and Deputy Reeve Neil McIntosh, Ryan Glubis, David Vollmer, Joe Kretsch, Darwyn Snustead and Deb Penner present.

**DELEGATES** 8:10 am Dwayne Stamnes, Salary Operator  
8:20 am Scott Frazer, Hourly Operator  
8:30 am Floyd Akre, Hourly Operator, Pest Control Officer  
8:40 am Darryl Stone, Hourly Operator  
8:50 am Matthew Haubrg, Salary Operator, Weed Inspector  
9:00 am Bob Kozak, Pest Control Officer  
9:10 am Candace Wankel, Office Assistant  
9:20 am Janell Hundebay, Assistant Administrator  
9:30 am Steven South, Foreman

**CALL TO ORDER** A quorum being present, Reeve Brad Norrish called the meeting to order at 8.01 a.m.

Employees came into the meeting individually starting at 8.10 am for annual performance reviews.

**MINUTES**  
**48/25**      **D.VOLLMER**      **THAT** the minutes of the meeting held on November 18, 2025 be approved. **CARRIED.**

**FINANCIAL REPORTS**  
**49/25**      **PENNER**      **THAT** the November, 2025 Statements of Receipts & Payments and the November, 2025 bank statements be accepted as presented. **CARRIED.**

**50/25**      **GLUBIS**      **THAT** we reinvest the following 4 terms that are due on December 19, 2025, at Prosperity Credit Union as follows:  
• \$500,000 into a 1-year Non-Redeemable Term  
• 3 Redeemable Terms of \$500,000 each  
• 1 Redeemable Term of \$ 226,894.04 **CARRIED.**

**EMPLOYEE BUSINESS**  
**51/25**      **SNUSTEAD**      **THAT** all employees will receive a 2.5% increase, effective January 1, 2026. **CARRIED.**

**SUNSET BEACH DEVELOPMENT**  
**52/25**      **MCINTOSH**      **THAT** we approve the application to TD Friends of the Environment Fund to support the tree planting initiative at the development and will submit the grant thru the municipality. **CARRIED.**

Reeve Brad Norrish recessed the regular meeting for lunch at 12.15 pm.

Reeve Brad Norrish reconvened the meeting at 12:50 pm.

**53/25**      **PENNER**      **THAT** we renew the 5-year tax exemption for economic development for Phase 2 Stage 1 and Stage 3. **DEFEATED.**

**NEW BUSINESS**  
**54/25**      **SNUSTEAD**      **THAT** we renew our membership with APAS for the 2026 year. **CARRIED.**

**56/25**      **SNUSTEAD**      **THAT** we approve the custom rates for 2026 as indicated on the list attached hereto and forming part of these minutes. **CARRIED.**

**57/25**      **D.VOLLMER**      **THAT** on December 31, 2025 all outstanding custom work can be applied to and become part of the municipal taxes of each landowner for whom the work was done. **CARRIED.**

- 58/25 KRETSCH** THAT we pay the Villages of Hawarden and Strongfield \$2,000.00 each and the Village of Loreburn and Elbow \$5,000.00 each as recreation grants, as per the 2025 budget. CARRIED.
- 59/25 MCINTOSH** THAT we renew the Payment payroll software for 2026. CARRIED.
- 61/25 MCINTOSH** THAT we pay the Loreburn Library and Elbow Library Boards each a \$1000.00 capital grants, as per the 2025 budget. CARRIED.
- 62/25 MCINTOSH** THAT we agree to the library levies for 2026 for Elbow Library (\$2001.33) and Loreburn Library (\$4002.67). They will be paid in January 2026. CARRIED.
- 63/25 MCINTOSH** THAT we fund the Elbow Library for 1.5 hours for the requested additional hours of opening for 2026, our share being \$1798.50 and we fund the Loreburn Library for 1.75 hours for the requested additional hours of opening for 2026, our share being \$2000.25. They will be paid in January 2026 CARRIED.
- 64/25 D.VOLLMER** THAT authorization is giving for the disposal of Rural Municipality of Loreburn #254 Records, as indicated in Bylaw 12-19. CARRIED.
- 65/25 PENNER** THAT we sign the engagement and planning letters for the upcoming 2025 audit with Dudley & Company LLP. CARRIED.
- 66/25 KRETSCH** THAT the administrator can pay any invoices that are needed for 2025-year end at the end of December. CARRIED.
- 67/25 D.VOLLMER** THAT we intend to participate in one or more procurements offered through the Saskatchewan Association of Rural Municipalities (SARM), between January 1 – Dec 31, 2026 and we will advertise on SaskTenders for two weeks as recommended from SARM. CARRIED.
- 68/25 PENNER** THAT we confirm that our 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;
  - The municipality does not run a Municipal Waterworks System;
  - 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.
- 69/25 MCINTOSH** THAT pursuant to Subsection 220(1) of *The Municipalities Act*, the RM of Loreburn No. 254 appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2026, through to December 31, 2026, 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, Wayne Adams, K Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Corolnick, Farrah Ovanb, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner and Rick Leigh.



M-11 (a)

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.

70/25

MCINTOSH

THAT pursuant to Subsection 221 (1) of *The Municipalities Act*, the RM of Loreburn No. 254 appoints Nicolle Hoskins with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2026, through to December 31, 2026, 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, Western Municipal Consulting Ltd. may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing. CARRIED.

71/25

MCINTOSH

THAT pursuant to Subsection 214(1) of *The Planning and Development Act, 2007*, the RM of Loreburn No. 254 appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2026, through to December 31, 2026, 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, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Chirstopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner 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.

73/25

MCINTOSH

THAT pursuant to Subsection 216(3)(a) of *The Planning and Development Act, 2007*, the RM of Loreburn No. 254 appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2026, through to December 31, 2026, 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 Western Municipal Consulting Ltd. may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing. CARRIED.

74/25

SNUSTEAD

THAT we accept the annual weed inspectors report for 2025. CARRIED,

75/25

GLUBIS

THAT we approve the renewal agreements with Loraas for 2026. CARRIED.

ROADS  
76/25

GLUBIS

THAT we approve the easement request from Cutbank Rural Pipeline Utility for the plant expansion project at NE 6-27-6 W3. CARRIED.

BYLAWS

- 77/25

PENNER

**BE IT RESOLVED** that Bylaw No. 15-2025 being a Bylaw to Enter into an Agreement Between the RM of Loreburn and the Village of Loreburn for the Purpose of Providing Lagoon Usage for Phase 2 of The Bays on Diefenbaker be introduced and read for the first time.

CARRIED
- 78/25

KRETSCH

**BE IT RESOLVED** that Bylaw No. 15-2025 being a Bylaw to Enter into an Agreement Between the RM of Loreburn and the Village of Loreburn for the Purpose of Providing Lagoon Usage for Phase 2 of The Bays on Diefenbaker be read a second time.

CARRIED.
- 79/25

PENNER

**BE IT RESOLVED** that Bylaw No. 15-2025 be given three readings at this meeting.

CARRIED UNANIMOUSLY
- 80/25

D.VOLLMER

**BE IT RESOLVED** that Bylaw No. 15-2025 being a Bylaw to Enter into an Agreement Between the RM of Loreburn and the Village of Loreburn for the Purpose of Providing Lagoon Usage for Phase 2 of The Bays on Diefenbaker be read a third time and finally adopted.

CARRIED.

ACCOUNTS

- 81/25

SNUSTEAD

**THAT** the accounts totaling \$211,205.81 that includes cheque 15485-15523; payroll voucher number 2163-2187 and manual entries from November 18 – December 16, 2025, as indicated on the list attached hereto and forming part of these minutes be approved for payment.

CARRIED.

CORRESPONDENCE

- 82/25

GLUBIS|

**THAT** the correspondence read now be filed and a list of the correspondence be annexed hereto and form part of these minutes.

CARRIED.

ADJOURNMENT

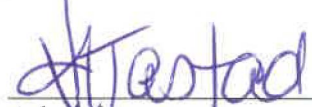
- 83/25

D.VOLLMER

**THAT** this meeting is adjourned. (4.30 pm)

CARRIED.

  
Reeve

  
Administrator

**LIST OF CORRESPONDENCE**

1. SaskWater Happy Holidays Greetings
2. SARM Rural Dart December 9, 2025
3. Canadian Foodgrains Bank Email December 8, 2025
4. STARS Horizon Fall 2025
5. 2025 Community Connection Ronald McDonald House SK
6. Rural Councillor Winter 2025 Volume 54/#4
7. Sunset Beach Development
8. Cory Kobelsky
9. Water Security Agency
10. Village of Loreburn
11. Certified Labs
12. Municipal Hail Insurance Report 2025
13. SARM Division 5 Quarterly Report
14. Government of Sask. – Municipal Act Amendments Reduce Red Tape, Increase Transparency