

Rural Municipality of Coalfields No. 4
Meeting Minutes
RM Regular Meeting 18/12/2025 - 09:00 AM

These are the Minutes of a regular meeting of the Council of the R.M. of Coalfields No. 4 held in Bienfait, SK., at 423 Main St. on, Thursday December 18, 2025.

Reeve Arnold Jahn called the meeting to order at 9:05 a.m. the following were present:

Reeve:	Arnold Jahn
Councillor Division No. 1:	Heather Brokenshire - Absent
Councillor Division No. 2:	Brett Mackenzie
Councillor Division No. 3:	Jody Dukart
Councillor Division No. 4:	Michael Konopaki
Councillor Division No. 5:	Dalan Wheeler
Councillor Division No. 6:	Terry Sernick
CAO:	Monica Kovach

Resolution	Approval of Agenda
No:	Moved By: Michael Konopaki
2025-252	That Council approve the agenda as presented.

CARRIED

Resolution	Approval of Minutes
No:	Moved By: Dalan Wheeler
2025-253	That the minutes of the regular meeting held November 20, 2025, be approved as circulated.

CARRIED

Resolution	Administration Report
No:	Moved By: Terry Sernick
2025-254	That Council approve CAO Monica Kovach's report as presented.

CARRIED

Councillor Jody Dukart left the meeting from 9:30 am to 10:00 am.

Resolution	Reeve and Councillors Reports
No:	Moved By: Michael Konopaki
2025-255	That we receive oral reports on division updates and committee meetings from the Reeve and Councillors.

CARRIED

Resolution No: 2025-256
Bank Reconciliations Moved By: Jody Dukart
That the bank reconciliations and bank statements for the month of November 2025 be approved as presented.
CARRIED

Resolution No: 2025-257
Statement of Financial Activities Moved By: Jody Dukart
That the statements of financial activities for the month of November 2025 be approved as presented.
CARRIED

Resolution No: 2025-258
Accounts Payable for Approval Moved By: Jody Dukart
That Council approve the list of payments for the month of November 2025 for cheque numbers 5901 to 5911, electronic payment numbers EFT2025-402-EFT2025-435 and online banking payment numbers 2025-171 - 2025-187 for a total of \$116,718.69, attached to and forming part of these minutes; furthermore, that cheque 5906 be removed from the payment list and voided.
CARRIED

Resolution No: 2025-259
Public Disclosure Statements Moved By: Brett Mackenzie
That we acknowledge that public disclosure statements have been completed and filed prior to the November 30 deadline for all Councillors and Reeve for the R.M. of Coalfields No. 4.
CARRIED

Resolution No: 2025-260
Fuel Tender Moved By: Dalan Wheeler
That Council award the 2025 tender to supply approximately 10,000 litres of clear diesel fuel per month to DMM Energy at a submitted total price of \$1.1949 with the tattle system.
CARRIED

Resolution No: 2025-261
Silver Dirt Works Moved By: Dalan Wheeler
That we hire Silver Dirtworks Inc to complete the fall cut in 2026.
CARRIED

Resolution No: 2025-262
Pound Keeper Moved By: Terry Sernick
That we appoint Weyburn Livestock to be the pound keeper for 2026.
CARRIED

**Resolution
No:**
2025-263

**Closed Session
Moved By:** Terry Sernick

That we move into a closed session at 11:40 a.m. as per clause 120(2)(a) of *The Municipalities Act*, and on the basis that the discussion taking place apply to section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act*.

CARRIED

That we enter an open session at 12:08 p.m.

**Resolution
No:**
2025-264

**CAO Salary
Moved By:** Michael Konopaki

That Council increase the CAO, Monica Kovach, annual salary to \$121,959.00 effective January 4, 2026, in accordance with employment contract.

CARRIED

**Resolution
No:**
2025-265

**Manager of Finance and Administration Wage
Moved By:** Brett Mackenzie

That Council increase the Manager of Finance and Administration, Kate Halkyard, hourly rate to \$36.10 per hour effective January 4, 2026, in accordance with employment contract.

CARRIED

Councillor Jody Dukart declared a pecuniary interest and left the meeting at 12:05pm.

**Resolution
No:**
2025-266

**Administrative Assistant Wage
Moved By:** Dalan Wheeler

That Council increase the Administrative Assistant, Misty Dukart, hourly rate to \$30.14 per hour effective January 4, 2026.

CARRIED

Councillor Jody Dukart returned to the meeting at 12:07pm.

**Resolution
No:**
2025-267

**Municipal Revenue Sharing Deceleration
Moved By:** Michael Konopaki

That Council of the Rural Municipality of Coalfields No. 4 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; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and further,
That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

**Resolution
No:
2025-268**

**Audit Engagement
Moved By: Terry Sernick**

That the CAO, Monica Kovach, and Reeve, Arnold Jahn, sign the audit engagement letter for Dudley & Company LLP; furthermore, that all councillors sign off on the privacy notice and the risk of fraud appendix stating no one is aware of any fraud.

CARRIED

**Resolution
No:
2025-269**

**Bienfait Memorial Arena Fundraiser
Moved By: Jody Dukart**

That we donate \$400.00 to the Bienfait Memorial Arena Fundraiser held on January 17, 2026.

CARRIED

**Resolution
No:
2025-270**

**Correspondence
Moved By: Brett Mackenzie**

That the correspondence is approved as presented.

CARRIED

**Resolution
No:
2025-271**

**Adjournment
Moved By: Michael Konopaki**

That the meeting adjourn, the time being 1:00pm and the next regular monthly meeting will be held on January 15, 2026, commencing at 9:00am.

CARRIED

Reeve

Administrator

RM of Coalfields
List of Accounts for Approval
Batch: 2025-00129 to 2025-00140

Bank Code - GENERAL - TD TRUST

COMPUTER CHEQUE

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
5901	11/30/2025	RMAA Director Division 1 November 2025	Division 1 Curling Bonspiel-Jan 23	125.00	125.00
5902	12/18/2025	Auto Electric 03XO3014	LED 60 Series - 8	490.44	490.44
5903	12/18/2025	Boss Water 11659	Office Water	30.00	30.00
5904	12/18/2025	City of Estevan 22059 22063	Fire Contracted Services Fire Contracted Services	553.84 1,107.67	1,661.51
5905	12/18/2025	Genco Asphalt Inc. 3296	Gid 605 - Salt & Sand Mixture-Spr	1,787.10	1,787.10
5906	12/18/2025	Graphic Press VOID 21954	Wall Calendars - 8	363.15	363.15
5907	12/18/2025	Monica Kovach - Petty Cash December 2025	Petty Cash - December 2025	65.25	65.25
5908	12/18/2025	Redhead Equipment P61720	Unit#21 - Mack Truck	1,733.06	1,733.06
5909	12/18/2025	Seipp, Don 954753 954755 954754	383 Rat Inspections @ \$27.00/ea 2025 PCO Training Expenses Km's Pest Control - 3113 kms @ 0	10,341.00 712.32 2,490.40	13,543.72
5910	12/18/2025	Southern Bolt Supply 213719	Bolts & Washers - PW Shop Suppl	459.28	459.28
5911	12/18/2025	Turnbull Excavating Ltd. 85105	Push Rock & Dirt Piles	3,180.15	3,180.15
				Total Computer Cheque:	23,438.66

OTHER

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
TD EFT2025-402	11/28/2025	Dukart, Misty Payroll 2025-24	2025 Payroll 24	1,543.40	1,543.40
TD EFT2025-403	11/28/2025	Halkyard, Kate Payroll 2025-24	2025 Payroll 24	1,746.99	1,746.99
TD EFT2025-404	11/28/2025	Kovach, Monica Payroll 2025-24	2025 Payroll 24	3,123.20	3,123.20
TD EFT2025-405	11/28/2025	Newsham, Keith Payroll 2025-24	2025 Payroll 24	2,716.07	2,716.07
TD EFT2025-406	11/28/2025	Nowlan, Braden Payroll 2025-24	2025 Payroll 24	2,096.52	2,096.52
TD EFT2025-407	11/28/2025	Threinen, Troy Payroll 2025-24	2025 Payroll 24	2,419.08	2,419.08
TD EFT2025-408	11/28/2025	Wright, Jeffrey Payroll 2025-24	2025 Payroll 24	2,046.23	2,046.23
TD EFT2025-409	11/30/2025	Brokenshire, Heather November 2025	Nov Council Indemnity	885.25	885.25
TD EFT2025-410	11/30/2025	Dukart, Jody November 2025	Nov Council Indemnity	1,445.95	1,445.95

RM of Coalfields
List of Accounts for Approval
Batch: 2025-00129 to 2025-00140

OTHER

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
TD EFT2025-411	11/30/2025	Jahn, Arnold November 2025	Nov Council Indemnity	1,251.20	1,251.20
TD EFT2025-412	11/30/2025	Konopaki, Michael November 2025	Nov Council Indemnity	299.50	299.50
TD EFT2025-413	11/30/2025	Mackenzie, Brett November 2025	Nov Council Indemnity	487.60	487.60
TD EFT2025-414	11/30/2025	Sernick, Terry November 2025	Nov Council Indemnity	1,357.90	1,357.90
TD EFT2025-415	11/30/2025	Dukart, Jody Nov 2025 SARM	2025 SARM Expenses	312.52	312.52
TD EFT2025-416	11/30/2025	International Union of November 2025	November 2025 Remittance	407.90	407.90
TD EFT2025-417	11/30/2025	Jahn, Arnold Nov 2025 SARM	2025 SARM Expenses	104.63	104.63
TD EFT2025-418	11/30/2025	Kovach, Monica Nov 2025 SARM	2025 SARM Expenses	548.93	548.93
TD EFT2025-419	11/30/2025	SaskWorks Venture Fund Inc. November 2025	Payroll Investment Plan - November	1,738.48	1,738.48
TD EFT2025-420	11/30/2025	Sernick, Terry Nov 2025 SARM	2025 SARM Expenses	175.44	175.44
TD EFT2025-421	11/30/2025	Stenhouse, Kara November 2025	Office Cleaning - November 2025	424.00	424.00
TD EFT2025-422	12/12/2025	Dukart, Misty Payroll 2025-25	2025 Payroll 25	1,508.82	1,508.82
TD EFT2025-423	12/12/2025	Halkyard, Kate Payroll 2025-25	2025 Payroll 25	1,737.42	1,737.42
TD EFT2025-424	12/12/2025	Kovach, Monica Payroll 2025-25	2025 Payroll 25	3,123.20	3,123.20
TD EFT2025-425	12/12/2025	Newsham, Keith Payroll 2025-25	2025 Payroll 25	3,857.34	3,857.34
TD EFT2025-426	12/12/2025	Nowlan, Braden Payroll 2025-25	2025 Payroll 25	6,627.44	6,627.44
TD EFT2025-427	12/12/2025	Threinen, Troy Payroll 2025-25	2025 Payroll 25	2,414.60	2,414.60
TD EFT2025-428	12/12/2025	Wright, Jeffrey Payroll 2025-25	2025 Payroll 25	4,993.01	4,993.01
TD EFT2025-429	12/19/2025	Brandt Tractor Ltd. 4178996	Unit#4 - Grader Parts	455.74	455.74
TD EFT2025-430	12/19/2025	DMM Energy BML3249 B3270ML	Public Works - Fuel Public Works - Fuel	6,047.54 1,903.13	7,950.67
TD EFT2025-431	12/19/2025	DMS Services Inc. 1000029318	PW Shop Internet	111.00	111.00
TD EFT2025-432	12/19/2025	Dukart, Darcy 2504	Office/Yard Maintenance & Taylort	1,155.00	1,155.00
TD EFT2025-433	12/19/2025	Goliath Disposal Ltd. 134375	Waste Disposal and Collection	2,085.37	2,085.37
TD EFT2025-434	12/19/2025	McCombs Auto Supply 690966	Shop Supplies - PW	126.90	126.90
TD EFT2025-435	12/19/2025	SARM			

RM of Coalfields
List of Accounts for Approval
Batch: 2025-00129 to 2025-00140

OTHER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			MID25-0041	2025 - Midterm Convention Regist	555.00	
			PSIP25004-11	2025 CREDIT MEMO- Policy#SAR	-86.70	468.30
				Total Online Banking:		61,745.60

ONLINE BANKING

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
TD 2025-171	11/28/2025	Municipal Employees Pension				
		Nov 9 - 22		Nov 9 - 22, 2025 PP	4,208.62	4,208.62
TD 2025-172	11/30/2025	SaskTel Mobility				
		November 2025		PW & Office Cell Phone	150.09	150.09
TD 2025-173	11/30/2025	SaskTel				
		November 2025		Telephone - PW Shop	70.12	70.12
TD 2025-174	11/30/2025	SecurTek Monitoring Solutions				
		INV2315533		Security System Monitoring	61.05	61.05
TD 2025-175	11/30/2025	SaskEnergy - Office				
		November 2025		Office - Heat	102.92	102.92
TD 2025-176	11/30/2025	SaskEnergy - PW Shop				
		November 2025		Heat; Public Works Shop	190.09	190.09
TD 2025-177	11/30/2025	SaskPower - Office				
		1029-0098-3309		Office - Power	187.61	187.61
TD 2025-178	11/30/2025	SaskPower - Old PW Shop				
		1689-0094-4186		Old PW Shop - Power	227.38	227.38
TD 2025-179	11/30/2025	SaskPower - New PW Shop				
		3636-0057-6096		Power; New PW Shop	337.06	337.06
TD 2025-180	11/30/2025	SaskPower - Street Lights				
		1689-0094-4187		Hirsch, Street Lights	129.01	129.01
TD 2025-181	11/30/2025	Canada Revenue Agency				
		November 2025		November 2025 Payroll Deduction	11,191.38	11,191.38
TD 2025-182	11/30/2025	Minister of Finance				
		November 2025		November 2025 School Taxes	5,619.91	5,619.91
TD 2025-183	11/30/2025	Sask Municipal Hail Insurance				
		November 2025		November 2025 Month End Remitt	1,340.64	1,340.64
TD 2025-184	12/12/2025	Municipal Employees Pension				
		Nov 23-Dec 6		Nov 23 - Dec 6, 2025 PP	4,028.10	4,028.10
TD 2025-185	12/19/2025	Access Communications				
		December 2025		Office Phone & Internet	487.58	487.58
TD 2025-186	12/19/2025	Southern Plains Co-op Ltd.				
		0044		Gift Cards - Staff Xmas Gifts	500.00	
		0045		Xmas Gift Cards - Staff - 4	400.00	900.00
TD 2025-187	12/19/2025	TD Visa				
		December 2025		December 2025 TD Visa Statemer	2,302.87	2,302.87
				Total Online Banking:		31,534.43

Certified Correct This December 18, 2025

Total GENERAL: 116,718.69