

Village of Kennedy
MINUTES OF REGULAR COUNCIL MEETING
Kennedy Village Office – 233 Scott Street, Kennedy, SK
DATE: March 11, 2026, 2026

PRESENT: Mayor Brendon Dayle, Councillors Gordon Ironside, Linc Brickley, Brandon, Tarr and Administrator Jennifer McMillan
Mayor Brendon Dayle joined the meeting by video call with Deputy-Mayor Linc Brickley completing all document signing duties.

CALL TO ORDER: Mayor Brendon Dayle called the meeting to order at 6:30 p.m.

MINUTES:

0326-01 TARR: That the minutes from February 18, 2026 meeting be approved. **CARRIED**

VERBAL REPORTS:

- i. Councillor Gordon Ironside reported on the condition of stop signs installed in the community and that a sign inventory of traffic signs should be taken.
- ii. Councillor Linc Brickley reported on the need for a new cutting bar for the snowblade and that the hospital lab will be full staffed starting in April
- iii. Administrator Jennifer McMillan reported on the thermostat at the municipal office, asset management training courses, community gym membership costs and FOB systems, Kennedy Community Hall projects, additions to property taxes, administrator contract, property assessment appeals.

ACCOUNTS:

0326-02 IRONSIDE: That the February 2026 accounts totalling \$147,175.85 and attached to these minutes be approved be paid by cheques 4632 to 4662 and EFT 202602-01 – 202602-12 using Batches 2026-0010– 2026-0015. **CARRIED**

FINANCIAL STATEMENTS:

0326-03 WARNER: That the Bank Reconciliations for the month of February 2026 be accepted as presented. **CARRIED**

TENDER TAX TITLE OF PROPERTY

0326-04 BRICKLEY: Tabled to next meeting at this time. **CARRIED**

TAX ENFORCEMENT

0326-05 IRONSIDE: That the treasurer halt tax enforcement on Lot 16-17 Block 4 Plan AL2307 at this time. **CARRIED**

TANGIBLE CAPITAL ASSET POLICY

0326-06 IRONSIDE: That the Tangible Capital Asset Policy be adopted at this time. **CARRIED**

ASSET MANAGEMENT POLICY & STRATEGY

0326-07 WARNER: That the Asset Management Policy & Strategy be adopted at this time. **CARRIED**

SEASONAL EMPLOYMENT

0326-08 IRONSIDE: That the seasonal return to work date of May 4, 2026 be set for Glenn Hofos at this time. Rate of pay will be \$40/hour with no allowance for personal mileage at this time. **CARRIED**

CAMPGROUND

0326-09 BRICKLEY: That the opening date for Kennedy Campground be set to May 15, 2026 and the closing date be set to September 30, 2026 at this time. **CARRIED**

COMMUNITY INITIATIVES GRANT

0326-10 WARNER: That the Community Initiatives Grant requesting \$11,730.00 be approved and applied for at this time. **CARRIED**

ACCESS TO LAGOON

0326-11 BRICKLEY: That Blackwater Septic be allowed access to lagoon for disposal use at this time. **LOST**

SEALED TENDER

0326-12 BRICKLEY: That the sealed tender for the acquisition of two-non operable trucks belonging to the Village of Kennedy be rejected at this time. **CARRIED**

COMMUNITY HALL FOUNDATION INSPECTION

0326-13 IRONSIDE: That the Village of Kennedy pay 50% of the foundation inspection invoice at 232 Robinson Street and that the repairs to the foundation at costs quoted via telephone be declined at this time. **CARRIED**

NEXT REGULAR MEETING OF COUNCIL

The next meeting of council is scheduled for April 8, 2026 at 6:30 p.m.

ADJOURNMENT

0326-14 : That this meeting now adjourns (7:29 p.m.) **CARRIED**

Mayor, Brendon Dayle

Administrator, Jennifer McMillan

<p>Village of Kennedy Policy & Procedure Accounting & Reporting for Tangible Capital Assets</p>		
<p>Issued: March 11, 2026</p>	<p>Effective Date: January 1, 2026</p>	<p>Resolution: 0326-06</p>

LEGISLATIVE REFERENCE: Public Sector Accounting Board (PSAB) PS 3150

POLICY STATEMENT:

The objective of the policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in account for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges, and the recognition of any related impairment losses.

DEFINITIONS:

Tangible Capital Asset:

Non-financial assets having physical substance that:

- Have useful lives extending beyond an accounting period (1 year);
- Are used on a continuing basis in the Municipality’s operations; and
- Are not held for re-sale in the ordinary course of operations.
- Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;

Non-Financial Assets:

Non-financial assets are acquired, constructed, or developed assets that do not normally provide resources to discharge existing liabilities, but instead:

- Are normally employed to deliver government services.
- May be consumed in the normal course of operations, and
- Are not for resale in the main course of operations.

Betterments:

Subsequent expenditures on tangible assets that:

- Increase previously assessed physical output or service capacity;
- Lower associated operating costs;
- Extend the useful life of the asset; or
- Improve the quality of the output.

Any other expenditure would be considered a repair or maintenance and expensed in the period.

Historical Cost (H):

Is the actual purchase value of asset including installation, engineering, legal, freight, design costs, and includes interest costs until asset goes into service?

Consumer Price Index (CPI):

Saskatchewan Consumer Price Index.

Capitalization Threshold:

The value used to determine when a purchase is to be capitalized and reported in the financial statements. Below this threshold the purchase is recorded as an expense.

Group Assets

Assets that have a unit value below the capitalization threshold but have a material value as a group. Normally recorded as a single asset with one combined value. Although recorded in the financial systems as a single asset, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture and fixtures, small moveable equipment, etc.

Fair Value:

Fair value is the amount of consideration that would be agreed upon in an arm’s length transaction between knowledgeable, willing parties who are under no compulsion to act.

Residual Value:

The amount the Municipality expects to be able to realize on disposal of a capital asset at the end of its useful life to the Municipality. As a general rule, many of the assets used by the Municipality will have a residual value of NIL.

POLICY:

Capitalization:

Tangible capital assets should be capitalized (recorded in the fixed asset sub-ledger) according to the following thresholds:

Asset Description	Threshold	Useful Life
Land	ALL	Indefinite
Land Improvements	\$5,000	15 Years
Buildings	\$10,000	40 Years
Vehicles	\$5,000	10 Years
Heavy Machinery & Equipment	\$5,000	20 Years
Operating Equipment	\$5,000	10 Years
Tools	\$5,000	20 Years
Computer Hardware & Software	\$5,000	5 Years
Office Furniture & Equipment	\$5,000	10 Years
Recreational Machine/Equipment	\$5,000	10 Years
Infrastructure	ALL	40 Years
Sidewalk	ALL	30 Years
Sewer	ALL	75 Years

Capitalize betterments to existing assets when unit costs exceed the threshold.

Categories:

A category of assets is a grouping of assets of a similar nature or function in the Municipality's operations. The following list of categories shall be used:

- Cemetery
- General Government
- Protective Services
- Recreational
- Transportation
- Utility

Valuation:

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.

1.1 Purchased Assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.

Costs of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

1.2 Acquired, Constructed or Developed Assets

Costs includes all costs directly attributable (e.g. construction, engineering, architectural, and other fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

Capitalization of carrying costs ceases when no construction or development is taking place or when the tangible capital asset is ready for use.

1.3 Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an

asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost to that asset.

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete.

1.4 Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction. Fair values may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

Amortization:

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The Municipality will use the straight-line amortization method, which is a constant rate over the useful life of the asset. This is a process of allocation, not valuation.

Land costs are never amortized except at landfill sites.

Useful life is normally the shortest of the asset's physical, technological, commercial or legal life. The useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Council is responsible for establishing and utilizing an appropriate amortization methodology and rate for assets acquired. Council is responsible for establishing and utilizing an appropriate estimated useful life for assets acquired.

Disposal:

When tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the Administrator is responsible for adjusting the asset registers and accounting records recording a loss/gain on disposal.

Capitalization Threshold:

Capital Asset Thresholds are based on historical cost values.

If historical cost is unknown, it is to be calculated by using insured values as follows:

HCPI - Historical Saskatchewan Consumer Price Index

C\$ - Current Cost Dollars (Insured value)

CCPI - Current Saskatchewan Consumer Price Index:

Estimated Historical Cost = HCPI/CCPI x C\$

<p>Village of Kennedy Policy & Procedure Asset Management Policy</p>		
<p>Issued: March 11, 2026</p>	<p>Effective Date: January 1, 2026</p>	<p>Resolution: 0326-07</p>

PURPOSE:

The purpose of this policy is to set guidelines for implementing consistent asset management throughout the.

SCOPE:

This policy applies to all the Village of Kennedy’s departments, officers, employees and contractors’.

OBJECTIVES:

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that services and infrastructure are provided in a financially affordable manner with the appropriate levels of service to customers and the environment.
- Safeguarding infrastructure assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial capacity for those assets.
- Creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout the organization by training and development.
- Meeting compliance requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes.

POLICY:

Asset management practices impact directly on the core business of the Village of Kennedy and appropriate asset management is required to achieve our strategic objectives.

Adopting asset management principles will assist in achieving Strategic Long-Term Plan and Long-Term Financial objectives.

Sustainable Service Delivery ensures that services are delivered in a socially, economically and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.

Sound Asset Management practices enable Sustainable Service Delivery by integrating customer values, priorities and an informed understanding of the trade-offs between risks, costs and service performance.

Principles

The Village of Kennedy's sustainability needs will be met by ensuring adequate provision is made for the long-term planning, financial, operation, maintenance, renewal, upgrade and disposal of capital assets by:

1. Ensuring that the Village of Kennedy capital assets are provided in a manner that respects financial, cultural, economic and environmental sustainability;
2. Meeting all relevant compliance and regulatory requirements;
3. Demonstrating transparent and responsible Asset Management processes that align with and establish best-practices;
4. Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them by:
 - a. Asset Management plans will be progressively completed for all major asset/service areas.
 - b. The Village intends to incorporate the expenditure projections from the Asset Management Plan into the Long-Term Financial plan.
 - c. Regular and systematic reviews will be applied to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice.
 - d. Regular inspection will be used as part of the asset management process to ensure agreed and funded service levels are maintained and to identify asset renewal priorities.
 - e. Asset renewals required to meet agreed service levels and identified in adopted asset management plans, and when applicable long term financial plans, will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented.
 - f. Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
 - g. Future service levels with associated delivery costs will be determined in consultation with the community.
 - h. Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
 - i. Creating a corporate culture where all employees play a part in overall care for the Villages assets by providing necessary awareness, training and professional development; and
 - j. Provide our community with services and levels of service for which they are willing and able to pay.

RELATED DOCUMENTS

- Annual Budget
- Asset Management Strategy
- Tangible Capital Asset Policy
- Village of Kennedy Committee Plans

RESPONSIBILITY

Councillors are responsible for adopting, allocating resources, and providing high level oversight of the delivery of the Village's asset management strategy and plans. The council is also responsible for ensuring that the Village's resources and effectiveness of asset management within the Village of Kennedy.

Village of Kennedy Policy & Procedure Asset Management Strategy		
Issued: March 11, 2026	Effective Date: January 1, 2026	Resolution: 0326-07

PURPOSE

The Asset Management Strategy is an important part of the Village of Kennedy’s Asset Management Plan. This document describes how the Asset Management Policy will be implemented.

The Asset Management Strategy applies to all assets identified in the Village of Kennedy’s asset register and is concerned with their useful life cycle.

BACKGROUND

The Village of Kennedy is located in the South Eastern Saskatchewan, with a population of approx. 232 people (as per 2021 census). The main objectives of the Village of Kennedy are to provide the residents with excellent wastewater and solid waste management and well-maintained streets and sidewalks. In order to maintain these assets, the Village of Kennedy must take proper steps to prepare financially for the future to replace or upgrade aging infrastructure.

Putting an Asset Management Policy as well as an Asset Management Strategy into effect will assist the Village Council in the decision-making process as to which of its infrastructures needs to be replaced or upgraded in order of priority. The Village has adopted a policy for the accounting and reporting of its assets, which is a detailed asset inventory in the form of the Tangible Capital Assets. The Village has also approved an Asset Management Policy.

NEEDS AND EXPECTATIONS

The Asset Management procedure that consists of a multiparty system will make the decisions regarding each asset and the current service that is being provided. The Multiparty system will consist of ratepayers and Council working together to provide each of the residents with appropriate levels of service. Moving forward this procedure will be used as part of the annual budgeting process, the long-term plan and long-term financial objectives for the Village of Kennedy.

DECISION MAKING

The basic goal of the Asset Management Program is to assist in the decision-making process and planning for the future of the Village and its aging infrastructure. The Village of Kennedy is already performing a form of asset management; the village operates & maintains assets, fixes them when they break and try to plan for future maintenance needs. This, however is a reactive approach to asset management rather than a proactive approach. The Village uses a long-established method of decision making by means of an annual budget. In the budgeting process Council will choose which projects are a priority and those that can be discussed at a later date, then the budget is prepared by the amount of revenue that will be generated by means of the current year’s taxes. If at the end of the year Council sees there is not an overage in budgeted items and the financials are in order they may request a monetary amount be transferred to a reserve account for future expenditures.

For the Asset Management Program to be successful Council must make the best possible decisions based on the needs and wants of the Village ratepayers. The decision-making process will be directly linked with the Asset Management Plan with the future of the Village being top priority.

ROLES AND RESPONSIBILITIES

Councillors are responsible for adopting the strategy, allocating resources and that those resources are used appropriately to ensure the sustainability of the Village.

Administrator is responsible for the development and to follow the asset management plan, and to report the status of the assets within the Village of Kennedy to council.

Foreman is responsible to update council on the condition of all the assets as they notice change.

RISK FACTORS

The overall purpose of the Asset Management Strategy is to understand the cause, effect and likelihood of adverse events occurring, to manage such risks to an acceptable level and to provide and audit trail for the management of risks. It is important to identify the risk factors that could hinder the Asset Management process. Some of the potential risk factors could be:

- Changes in staff
- Lack of compliance
- Documented decision-making processes may be different than Council expectations and priorities when there are changes in Council
- The ability to implement the Village’s plans

Mayor – Village of Kennedy

Administrator – Village of Kennedy