

MINUTES OF THE REGULAR COUNCIL MEETING OF NOVEMBER 26, 2024

Held in the Council Chambers of the RM of Mervin No. 499 at 211 Main Street, Turtleford, SK.

PRESENT: Reeve Gerry Ritz – Joined virtually at 9:00 a.m.
Division 1 Councillor Jim Range
Division 2 Councillor Gordon Spencer
Division 3 Councillor Rob Blais
Division 4 Councillor Ken Hergott
Division 5 Councillor Lane Nedelec
Division 6 Councillor Victor Hamm
Chief Administrative Officer Shiloh Bronken
Deputy Chief Administrative Officer Janessa Macnab

DELEGATIONS: 9:15 a.m. Kerry Robertson, Municipal Foreman
10:30 a.m. Paige Hundt, Municipal Planner
11:00 a.m. Jordan Starr, Community Safety Officer

CALL TO ORDER: Chief Administrative Officer Shiloh Bronken called the meeting to order at 9:00 a.m.

CALL FOR NOMINATIONS – DEPUTY REEVE

0914 RITZ That Gordon Spencer be nominated for the Deputy Reeve position. Councillor Gordon Spencer accepted the nomination. **CARRIED**

Chief Administrative Officer Shiloh Bronken passed the Chair position to Deputy Reeve Gordon Spencer at 9:05 a.m.
The Oath of Office was received for Reeve and Divisions 1, 3, and 5, as attached to and forming part of these minutes.

AGENDA

0914 – 24 RANGE That the November 26, 2024 agenda be accepted for reference as revised with the addition of 10.i) Fire Departments. **CARRIED**

MINUTES

0915 – 24 HAMM That the November 12, 2024 regular meeting minutes are approved as presented. **CARRIED**

2024 ELECTION RESULTS FOR REEVE, DIVISIONS 1, 3, AND 5

0916 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 acknowledges the 2024 Election Results of November 13, 2024 for Reeve and Divisions 1, 3, and 5 as presented by Administration. **CARRIED**

BYLAW 2024-27 RESPECTING SERVICE FEES FOR RECREATIONAL VEHICLES

0917 – 24 RANGE That the Rural Municipality of Mervin No. 499 completes third reading with adoption of Bylaw 2024-27 Respecting Service Fees for Recreational Vehicles. **CARRIED**

Initial: _____
Deputy Reeve
Initial: _____
Administrator

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IN CAMERA CLOSED SESSION PURSUANT TO PART III OF LAFOIP 16(1)(c)

0918 – 24 HAMM That the Rural Municipality of Mervin No. 499 recess the public meeting to move into an “In-Camera” Closed Session as authorized by Part III of *The Local Authority Freedom of Information and Privacy Act* at 9:22 a.m.

CARRIED

RECONVENE REGULAR MEETING

0919 – 24 HAMM That the Rural Municipality of Mervin No. 499 resumes open session of the November 26, 2024 Council Meeting at 9:40 a.m.

CARRIED

DETAILED DESIGN & TENDER PACKAGE FOR REHABILITATION OF BELLANGER BRIDGE

0920 – 24 RANGE That the Rural Municipality of Mervin No. 499 approves Sevana Consulting Inc. to complete the engineering design, detailed design, and tender package preparation for the strengthening and rehabilitation of the Bellanger Bridge at an estimated cost of \$44,564.00 plus applicable taxes.

CARRIED

ADMINISTRATIVE ASSISTANT JOB POSTING

0921 – 24 BLAIS That the Rural Municipality of Mervin No. 499 reposts the employment opportunity for an Administrative Assistant until a suitable candidate is found.

CARRIED

Kerry Robertson, Municipal Foreman entered the Council Meeting at 9:45 a.m.

TRACTOR RATE FOR CUSTOM WORK

0922 – 24 HAMM That the Rural Municipality of Mervin No. 499 sets the custom work rate of the New Holland Tractor, with plow attachment, at \$130.00 per hour, with a minimum ½ hour charge out, from the time the equipment leaves the shop until its return. Furthermore, that the rate be added to the Rate Schedule for annual adoption.

CARRIED

MUNICIPAL FOREMAN TIME OFF REQUEST

0923 – 24 RITZ That the Rural Municipality of Mervin No. 499 approves the time off request of the Municipal Foreman for December 11 through 19, 2024.

CARRIED

Kerry Robertson, Municipal Foreman left the meeting at 10:28 a.m.

MUNICIPAL FOREMAN REPORT

0924 – 24 NEDELEC That the Rural Municipality of Mervin No. 499 Council acknowledges the Municipal Foreman report as presented.

CARRIED

Paige Hundt, Municipal Planner entered the Council Meeting at 10:30 a.m.

CONSOLIDATION REQUEST – LOTS 6-9, BLOCK 2, PLAN Y727 SPRUCE LAKE

0925 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 continues to support Resolution 553-16 “That we approve the request from Darren Millard to consolidate Lots 6, 7 and 8, Block 2, Plan No. Y727 in the Hamlet of Spruce Lake to accommodate the building infractions as it pertains to property lines as well as meeting with our Zoning Bylaw, as discussed.”

CARRIED

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MINOR VARIANCE REQUEST #230031-013

0926 – 24 HAMM That the Rural Municipality of Mervin No. 499 grants a minor variance for permit #230031-013, as the Real Property Survey Report revealed a contravention of the side yard setback in the amount of 0.11m.

CARRIED

LETTER OF CREDIT – BAREFOOT DEVELOPMENTS

0927 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 requests a new Letter of Credit from Barefoot Developments Inc. in the amount of \$10,000.00 for the approach construction requirements in the Master Service Agreement. Furthermore, upon receipt of the new Letter of Credit, we will release the original letter of credit in the amount of \$86,710.00.

CARRIED

Paige Hundt left the meeting at 11:11 a.m.

Jordan Starr, Community Safety Officer entered the Council Meeting at 11:12 a.m.

GENERAL PENALTY BYLAW

0928 – 24 RANGE That the Rural Municipality of Mervin No. 499 requests Administration to draft a General Penalty Bylaw.

CARRIED

COMMUNITY SAFETY OFFICER PROGRAM CERTIFICATE PRESENTATION

0929 – 24 HAMM That the Rural Municipality of Mervin No. 499 approves Community Safety Officer, Jordan Starr to attend the Community Safety Officer Program Certificate Presentation for Z. Bonaise on November 29, 2024 in Prince Albert.

CARRIED

COMMUNITY SAFETY OFFICER UNIFORM REQUIREMENTS

0930 – 24 BLAIS That the Rural Municipality of Mervin No. 499 includes the Community Safety Officer Uniform requirements in the 2025 budget, as provided by the Ministry of Corrections, Policing and Public Safety.

CARRIED

Jordan Starr, Community Safety Officer left the meeting at 11:45 a.m.

COMMUNITY SAFETY OFFICER REPORT

0931 – 24 RITZ That the Rural Municipality of Mervin No. 499 acknowledges the Northwest Protective Services Monthly Report (October 2024) as circulated.

CARRIED

MUNICIPAL REVENUE SHARING ANNUAL DECLARATION

0932 – 24 HERGOTT That The Rural Municipality of Mervin No. 499 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;
- Submission of the 2023 Public Reporting on Municipal Waterworks 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;

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- All members of council have filed and annually updated their Public Disclosure Statements as required; and
- That we authorize the Chief Administrative Officer to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

OFFICE OPERATIONAL HOURS FOR THE 2024 HOLIDAY SEASON

0933 – 24 NEDELEC That the Rural Municipality of Mervin No. 499 approves the office hours for the 2024 Holiday Season, with full compensation to employees as follows:

- December 24, 2024: Closed at 12 Noon;
- December 26, 2024: Closed all day; and
- December 31, 2024: Closed at 12 Noon.

CARRIED

NEW YEARS HOLIDAY CELEBRATION – JANUARY 3, 2025

0934 – 24 RANGE That the Rural Municipality of Mervin No. 499 approves the Holiday Celebration on January 3, 2025 to be held at the Livelong Bowling Alley, with the RM covering costs of the facility and meals for Council, staff and spouses.

CARRIED

ST. WALBURG AND DISTRICT FIRE AND RESCUE ASSOCIATION – DIRECTOR APPOINTMENT

0935 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 appoints Councillor Blais to the St. Walburg and District Fire and Rescue Association as a Director for the Not-for-Profit Incorporation Documents.

CARRIED

2-YEAR COMMITTEE APPOINTMENTS (NOVEMBER 2024 TO NOVEMBER 2026)

0936 – 24 HAMM That the Rural Municipality of Mervin No. 499 accepts the 2-Year Committee Appointments as attached to and forming part of these minutes.

CARRIED

RECESS

0937 – 24 SPENCER That the November 26, 2024 Council meeting recess for lunch at 12:10 p.m.

CARRIED

RECONVENE

0938 – 24 BLAIS That the November 26, 2024 Council meeting reconvenes at 12:45 p.m.

CARRIED

SALARY SCHEDULE FOR TRANSFER SITE PART TIME EMPLOYEES

0939 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 approves the addition of a Salary Schedule for Transfer Site Part-Time Employees.

CARRIED

PREAUTHORIZED PAYMENT SCHEDULE FOR UTILITIES

0940 – 24 RANGE That the Rural Municipality of Mervin No. 499 approves the transition to preauthorized payment schedules as attached to and forming part of these minutes for Sask Energy, Sask Power, SaskTel, and SaskTel Mobility.

CARRIED

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OUTSTANDING UTILITY ACCOUNTS – SUNSET VIEW BEACH AND CRYSTAL BAY SUNSET PUBLIC UTILITIES

0941 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 approves the requests from the Sunset View and Crystal Bay Sunset Public Utility Boards to reimburse them for non-payment of utility fees for the individuals listed in their requests dated October 15, 2024, as presented to Council. Furthermore, that Administration adds any outstanding utility accounts for Sunset View Beach and Crystal Bay Sunset Public Utility Boards to the respective tax rolls should the accounts remain unpaid as of December 31, 2024, pursuant to Section 369(1)(b) of *The Municipalities Act*.

CARRIED

ST. WALBURG AND DISTRICT FIRE AND RESCUE ASSOCIATION – VICE CHAIRPERSON

0942 – 24 RTIZ That the Rural Municipality of Mervin No. 499 supports the recommendation of the St. Walburg and District Fire and Rescue Association to appoint Victor Hamm as the Vice Chairperson.

CARRIED

PARKLAND BEACH MINUTES AND POLICIES

0943 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 accepts the Hamlet of Parkland Beach November 9, 2024 minutes and revised policies.

CARRIED

CORRESPONDENCE

0944 – 24 RANGE That the Rural Municipality of Mervin No. 499 receives and acknowledges the list of correspondence as presented by Administration.

CARRIED

STATEMENT OF FINANCIAL ACTIVITIES AS OF OCTOBER 31, 2024

0945 – 24 HAMM That the Rural Municipality of Mervin No. 499 accepts the Statement of Financial Activities as of October 31, 2024, as presented by Administration.

CARRIED

BANK RECONCILIATIONS AS OF OCTOBER 31, 2024

0946 – 24 NEDELEC That the Rural Municipality of Mervin No. 499 accepts the following Bank Reconciliations as of October 31, 2024, as presented by Administration:

- General Chequing, Hamlet Reserve, 1 Year Term Deposit, 2 Year Term Deposit #1 and #2 and Capital Trust Fund.

CARRIED

ACCOUNTS FOR PAYMENT AS OF NOVEMBER 26, 2024

0947 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 approves the List of Accounts for Payment being cheque #26574 to #26619 (\$196,260.02), manual cheques 1190-MAN to 1191-MAN (\$13,688.71) and Payroll (\$46,022.96) totaling \$255,971.69 as presented.

CARRIED

SASKATCHEWAN WATERSHED ASSOCIATION – ECOSHELTER WORKSHOP

0948 – 24 RANGE That the Rural Municipality of Mervin No. 499 approves Paige Hundt, Municipal Planner to attend the Eco-Shelter Workshop on December 12, 2024 in Borden, SK.

CARRIED

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ADJOURNMENT

0948 – 24 BLAIS

That the November 26, 2024, Council Meeting be adjourned at 1:51 p.m.

CARRIED


CHIEF ADMINISTRATIVE OFFICER


DEPUTY REEVE