
MINUTES OF THE REGULAR COUNCIL MEETING OF APRIL 23, 2024

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

PRESENT: Reeve Gerry Ritz
Division 1 Councillor Jim Range
Division 2 Councillor Gordon Spencer
Division 3 Councillor Rob Blais
Division 4 Councillor Ken Hergott
Division 5 Councillor Dave Krywchuk
Division 6 Councillor Victor Hamm
Chief Administrative Officer Shiloh Bronken

DELEGATIONS: 9:15 a.m. Kerry Robertson, Municipal Foreman
Taylor Roberts, Maintenance Supervisor
10:00 a.m. Charles Stein, Northwest School Division Board Member
1:00 p.m. Paige Hundt, Municipal Planner
2:00 p.m. Chandra Reilly, Saskatchewan Assessment Management Agency

CALL TO ORDER: Reeve Gerry Ritz called the April 23, 2024 meeting to order at 9:02 a.m.

AGENDA

0330 – 24 KRYWCHUK That the April 23, 2024 Agenda be accepted for reference as presented.

CARRIED

MINUTES

0331 – 24 HERGOTT That the April 8, 2024 Regular Meeting Minutes be accepted as presented.

CARRIED

ROAD PLAN 97B06550 (KNOWN AS LAKEVIEW DRIVE) – SUNSET VIEW BEACH ACCESS

0332 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 request Reeve and Administration to proceed with negotiations for a boundary alteration for the Road Plan 97B06550 (Known as Lakeview Drive) - Sunset View Beach Access; furthermore, that regular updates are to be brought to Council attention.

CARRIED

ACCESS REQUEST ENV 951/23

0333 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 acknowledges the correspondence dated April 17, 2024, stating a thirty (30) day extension for the municipal request for documentation from the Ministry of Environment due to a notice period to an affected third party.

CARRIED

Welcomed Kerry Robertson, Municipal Foreman and Taylor Roberts, Maintenance Supervisor to the April 23, 2024 Council Meeting at 9:20 a.m.

Initial: 
Reeve

Initial: 
Administrator

MINUTES OF THE REGULAR COUNCIL MEETING OF APRIL 23, 2024

GRAVEL CRUSHING TENDER

- 0334 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 award the 2024 Gravel Crushing Tender at SW 26-54-20-W3 to Dmytryshyn & Sons Ltd. to crush 25,000 cubic yards for the Municipality, providing that their tender is compliant with respect to the tender request and signing of a contract within one week from the notice of awarding the tender, as per the following:
- 1 inch Traffic Gravel at \$5.75 per cubic yard plus applicable taxes; and
 - Screened Gravel / Reject at \$2.50 per cubic yard plus applicable taxes.

CARRIED

DUST CONTROL POLICY REVISION

- 0335 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 request Administration to revise the Dust Control Policy to reflect a case-by-case Council consideration that takes future road maintenance plans prior to application.

CARRIED

REQUEST FOR TENDER – 12’x12’ BUILDING FACILITY

- 0336 – 24 SPENCER That the Rural Municipality of Mervin No. 499 request Administration to complete a Request for Tender of the 12x12 Building that was utilized at the Waste Transfer Site with a closing date of June 6, 2024 at 12 Noon.

CARRIED

2010 CATERPILLAR CS54 84-INCH SMOOTH DRUM PACKER

- 0337 – 24 HAMM That the Rural Municipality of Mervin No. 499 approves the purchase of a 2010 Caterpillar CS54 84-inch Smooth Drum Packer from Korpan Tractor – Saskatoon for \$71,621.62 plus GST and PST, for a total of \$79,500.00.

CARRIED

Kerry Robertson, Municipal Foreman and Taylar Roberts, Maintenance Supervisor were excused at the April 23, 2024 Council Meeting at 10:02 a.m. for a delegation presentation.

Welcomed Charles Stein of the Northwest School Division Board to the April 23, 2024 Council Meeting at 10:03 a.m.

Thanked the Northwest School Division Board Member Charles Stein for attending the April 23, 2024 Council Meeting at 10:35 a.m.

Welcomed back Kerry Robertson, Municipal Foreman and Taylar Roberts, Maintenance Supervisor at the April 23, 2024 Council Meeting at 10:40 a.m.

2024 CANADA SUMMER JOBS AGREEMENT

- 0338 – 24 That the Rural Municipality of Mervin No. 499 authorizes Administration to sign and execute the 2024 Canada Summer Jobs Agreement for two (2) Seasonal Worker – Public Works positions with a potential start date of May 6 and 17th respectively for an eight (8) week term at thirty-five (35) hours per week; furthermore, that one position be allocated to Sunset View / South Bay.

CARRIED

Initial: 
Reeve

Initial: 
Administrator

MINUTES OF THE REGULAR COUNCIL MEETING OF APRIL 23, 2024

2024 ROAD MAINTENANCE AGREEMENT H24018-499 – MINISTRY OF HIGHWAYS

0339 – 24 HAMM That the Rural Municipality of Mervin No. 499 approves the 2024 Road Maintenance Agreement H24018-499, with the Ministry of Highways, for hauling on or over Range Road 3191 from Highway No. 3 South to Ministry of Highways Stockpile 93033108 for an estimated haul distance of 0.33 kilometers, between June 1st to September 30, 2024.

CARRIED

2024 CEMETERY MAINTENANCE TENDER

0340 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 awards the 2024 Cemetery Maintenance Tender from May 1st to September 30th, 2024 to Rick Matthews for completion of maintenance including but not limited to mowing, trimming, and general upkeep of the six (6) cemeteries within the municipality at a compensation rate of \$2,000.00 for one cut per six cemeteries, with a minimum of four scheduled cuts to be completed two (2) days prior to the Long Weekends in May, July, August, and September; furthermore, additional cuts as directed by the Municipal foreman

CARRIED

Thanked Kerry Robertson, Municipal Foreman, and Taylor Roberts, Maintenance Supervisor, for attending the April 23, 2024 Council Meeting at 11:21 a.m.

IN-CAMERA CLOSED SESSION PURSUANT TO PART III OF LAFOIP

0341 – 24 RITZ 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 11:20 a.m.

CARRIED

Welcomed Janessa Macnab, Deputy Chief Administrative Officer at 11:21 a.m. to the April 23, 2024 Council Meeting.

Shiloh Bronken, Chief Administrative Officer requested to leave the April 23, 2024 Council Meeting at 11:22 a.m.

RESUME OPEN SESSION

0342 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 resumes Open Session of the April 8, 2024 Council Meeting at 12:30 p.m.

CARRIED

Thanked Deputy Chief Administrative Officer Janessa Macnab for attending the April 23, 2024 Council Meeting at 12:00 p.m.

Chief Administrative Officer Shiloh Bronken asked to rejoin the April 23, 2024 Council Meeting at 12:02 p.m.

RECESS

0343 – 24 RANGE That the Rural Municipality of Mervin No. 499 recess the April 23, 2024 Council Meeting at 12:02 p.m.

CARRIED

Reeve Gerry Ritz stepped down as Chairperson and left the April 23, 2024 Regular Council Meeting at 12:05 p.m.

Deputy Reeve Gordon Spencer assumed as the Chair of the April 23, 2024 Regular Council Meeting at 12:05 p.m.

RECONVENE THE APRIL 23, 2024 REGULAR COUNCIL MEETING

0344 – 24 SPENCER That the Rural Municipality of Mervin No. 499 reconvene the April 23, 2024 Council Meeting at 12:33 p.m.

CARRIED

Initial: 
Reeve

Initial: 
Administrator

MINUTES OF THE REGULAR COUNCIL MEETING OF APRIL 23, 2024

CHIEF ADMINISTRATIVE OFFICER – TRANSITION TO STEP 2 OF GRID

0345 – 24 HERGOT That the Rural Municipality of Mervin No. 499 acknowledges that Chief Administrative Officer has completed the three (3) month probation; furthermore, that the wage increases effective April 8, 2024 to Step 2 of Salary Grid 13.

CARRIED

MUNICIPAL FOREMAN AND MAINTENANCE SUPERVISOR REPORT

0346 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 acknowledges and receives the Municipal Foreman and Maintenance Supervisor report as presented at the April 23, 2024 Council Meeting.

CARRIED

INVESTING IN CANADA INFRASTRUCTURE PROGRAM – PROJECT NO.: 50200103

0347 – 24 HAMM That the Rural Municipality of Mervin No. 499 authorizes Administration to execute the Investing in Canada Infrastructure Agreement for Project No.: 50200103 – Bridge at Township Road 502 [53.3071, -108.8967] with a Project Completion of March 31, 2026.

CARRIED

Welcomed Paige Hundt, Municipal Planner and Information Technician to the April 23, 2024 Council Meeting at 12:53 p.m.

ACCEPTABLE USE OF INFORMATION TECHNOLOGY POLICY

0348 – 24 RANGE That the Rural Municipality of Mervin No. 499 acknowledges the review of the Acceptable Use of Information Technology Policy at the April 23, 2024 Council Meeting.

CARRIED

PUBLIC HEARING CONVENES AT 1:00 P.M.

0349 – 24 BLAIS That the Rural Municipality of Mervin No. 499 convenes the Public Hearing at 1:00 p.m. at the April 23, 2024 Council Meeting.

CARRIED

CLOSE PUBLIC HEARING AT THE APRIL 23, 2024 COUNCIL MEETING

0350 – 24 KRYWCHUK That the Public Hearing of the Rural Municipality of Mervin No. 499 concludes at 1:20 p.m. on April 23, 2024.

CARRIED

BYLAW 2024-15 – SECOND READING TO AMEND BYLAW 94-4 ZONING BYLAW – CAR WASH ESTABLISHMENTS



0351 – 24 BLAIS That the Rural Municipality of Mervin No. 499 completes second reading of Bylaw 2024-15 to Amend Bylaw 94-4 known as the Zoning Bylaw to include (8) Car wash establishments as a discretionary use in Part IV – Zoning Districts, Schedule K: RC – Resort Commercial District, B. Discretionary Uses.

CARRIED

BYLAW 2024-15 – THIRD READING WITH ADOPTION TO AMEND BYLAW 94-4 ZONING BYLAW – CAR WASH ESTABLISHMENTS

0352 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 completes third reading with adoption of Bylaw 2024-15 to Amend Bylaw 94-4 known as the Zoning Bylaw to include (8) Car wash establishments as a discretionary use in Part IV – Zoning Districts, Schedule K: RC – Resort Commercial District, B. Discretionary Uses.

CARRIED

Initial: 
Reeve
Initial: 
Administrator

MINUTES OF THE REGULAR COUNCIL MEETING OF APRIL 23, 2024

PLANNING AND DEVELOPMENT – ZONING BYLAW / OFFICIAL COMMUNITY PLAN REQUEST FOR PROPOSAL

0353 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 award the Zoning Bylaw and Official Community Plan tender, with a cost of \$48,604.00 plus applicable taxes to GeoVerra.

CARRIED

PLANNING AND DEVELOPMENT – SUMMER WORK PROPOSAL

0354 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 approves the Summer Work Proposal as presented by Paige Hundt, Municipal Planner; furthermore, that Emily Lake be offered a Seasonal Student – Public Works position at Step 1 of Salary Grid 1, with a start date of May 6, 2024 pursuant to the 2024 Canada Summer Jobs Agreement.

CARRIED

LIVELONG PLAYGROUND – MR2 PLAN 95B15649

0355 – 24 RANGE That the Rural Municipality of Mervin No. 499 approves the proposed location for the installation of the “NEW” Livelong Playground on MR2 Plan 95B15649 in the Hamlet of Livelong.

CARRIED

DEVELOPMENT APPEALS BOARD WORKSHOP

0356 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 supports the Municipal Planner request to host a Development Appeals Board Workshop to include an invitation to surrounding municipalities; furthermore, that the costs associated with hosting the Workshop not to exceed \$500.00.

CARRIED

MUNICIPAL PLANNER AND INFORMATION TECHNICIAN REPORT

0357 – 24 HAMM That the Rural Municipality of Mervin acknowledges and receives the Municipal Planner Report as submitted by Paige Hundt, Municipal Planner at the April 23, 2024 Council Meeting.

CARRIED

Thanked Municipal Planner and Information Technician Paige Hundt for attending the April 23, 2024 Council Meeting at 1:41 p.m.

MUNICIPAL HAIL INSURANCE – LAND WITHDRAW REQUEST

0358 – 24 RANGE That the Rural Municipality of Mervin No. 499 approve the land withdrawal from Municipal Hail Insurance for NW 08-55-20-03-W3 at the April 23, 2024 Council Meeting.

CARRIED

VIOLENCE POLICY STATEMENT AND PREVENTION PLAN

0359 – 24 BLAIS That the Rural Municipality of Mervin No. 499 adopts the Violence Policy Statement and Prevention Plan, as a living document, at the April 23, 2024 Council Meeting.

CARRIED

TOWN OF TURTLEFORD AND R.M. OF MERVIN NO. 499 FIRE ASSOCIATION – CALL OUT HONORARIUMS

0360 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 approves the Town of Turtleford and R.M. of Mervin No. 499 Fire Association request for a minimum three-hour honorarium be provided to the volunteer members for all calls attending, including false alarms and stand-downs, at the April 23, 2024 Council Meeting.

CARRIED

Initial: 
Reeve

Initial: 
Administrator

MINUTES OF THE REGULAR COUNCIL MEETING OF APRIL 23, 2024

TOWN OF TURTLEFORD AND R.M. OF MERVIN NO. 499 FIRE ASSOCIATION – 2024 BUDGET

0361 – 24 RANGE That the Rural Municipality of Mervin No. 499 approves the Town of Turtleford and R.M. of Mervin No. 499 Fire Association 2024 Budget as presented by the Fire Chief Brent Edwards at the April 23, 2024 Council Meeting.

CARRIED

RESCIND RESOLUTION 0184-24 SWDFRA 2024 PROPOSED BUDGET

0362 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 rescinds Resolution 0184-24 SWDFRA 2024 Proposed Budget passed at the February 27, 2024 Council Meeting in its entirety.

CARRIED

ST. WALBURG AND DISTRICT FIRE AND RESCUE ASSOCIATION 2024 PROPOSED BUDGET

0363 – 24 BLAIS That the Rural Municipality of Mervin No. 499 approves the St. Walburg and District Fire and Rescue Association 2024 Budget as discussed at the April 18, 2024 St. Walburg and District Fire and Rescue Association Meeting; furthermore, that it be acknowledged that a “Promissory Note”, divided equally amongst the Member Municipalities, of up to \$22,400.00 per municipality, for the 2024 Calendar Year be issued to cover any financial deficit of expenses.

CARRIED

Welcomed Chandra Reilly, Saskatchewan Assessment Management Agency Regional Manager to the April 23, 2024 Council Meeting at 2:00 p.m.

Extended invitation to the Office Staff to join the SAMA Presentation at the April 23, 2024 Council Meeting.

Thanked Saskatchewan Assessment Management Agency Regional Manager Chandra Reilly for the presentation at the April 23, 2024 Council Meeting at 4:30 p.m.

Reeve Gerry Ritz returned to the April 23, 2024 Council Meeting at 3:32 p.m.

Deputy Reeve Gordon Spencer stepped down as Chairperson of the April 23, 2024 Regular Council Meeting at 4:30 p.m.

Reeve Gerry Ritz assumed as the Chair of the April 23, 2024 Regular Council Meeting at 4:30 p.m.

SASKATCHEWAN ASSESSMENT MANAGEMENT AGENCY [SAMA] SERVICE CHARTER

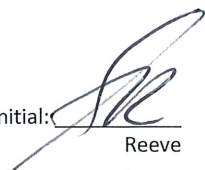

0364 – 24 SPENCER That the Rural Municipality of Mervin No. 499 approves Administration to execute the Saskatchewan Assessment Management Agency Service Charter, that clarify and define expectations for service delivery for SAMA and the RM 499 for Fiscal Years 2025-2029 at the April 23, 2024 Council Meeting.

CARRIED

SPECIAL OCCASION PERMIT REQUEST FOR 2024 WITH SASKATCHEWAN LIQUOR AND GAMING AUTHORITY

0365 – 24 RANGE That the Rural Municipality of Mervin No. 499 approve a Saskatchewan Liquor and Gaming Authority Special Occasion Permit request received from Blueberry Hill Golf Course [NE 22-53-19-W3] on August 17, 2024 commencing at 1:30 p.m. until 2:00 a.m. on August 18, 2024.

CARRIED

Initial:  Reeve
Initial:  Administrator

MINUTES OF THE REGULAR COUNCIL MEETING OF APRIL 23, 2024

BYLAW 2024-19 ENTERING INTO AN AGREEMENT WITH RESORT VILLAGE OF KIVIMAA-MOONLIGHT BAY FOR THE DISPOSAL OF EFFLUENT

0366 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 completes first reading of Bylaw 2024-19 to Enter into an Agreement with the Resort Village of Kivimaa-Moonlight Bay for the Disposal of Effluent into the Municipality’s Lagoon at the April 23, 2024 Council Meeting.
CARRIED

HAMLET BOARD(S) HANDBOOK AS OF APRIL 2024

0367 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 approves the Hamlet Handbook, to provide reference and legislative information to each Hamlet Board, as presented by Administration for distribution at the April 23, 2024 Council Meeting.
CARRIED

SPRUCE LAKE SPECIAL LEVY REQUEST FOR 2024

0368 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 accept and approve the request for a special levy of 3.0 mills to be added to the properties within the Hamlet of Spruce Lake for the 2024 taxation year at the April 23, 2024 Council Meeting.
CARRIED

MOWERY BEACH HAMLET BOARD POLICIES

0369 – 24 BLAIS That the Rural Municipality of Mervin No. 499 acknowledge and accept the Mowery Beach Hamlet Policies that include Election, Board Member, Meeting Procedures, Providing Notice to Residents, and Reporting Policies, at the April 23, 2024 Council Meeting.
CARRIED

KOPP’S KOVE HAMLET BOARD POLICIES

0370 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 acknowledge and accept the Kopp’s Kove Hamlet Policies that include Election, Board Member, Meeting Procedures, Providing Notice to Residents, and Reporting Policies, at the April 23, 2024 Council Meeting.
CARRIED

KOPP’S KOVE HAMLET – WYWRA RECYCLE BIN REQUEST

0371 – 24 SPENCER That the Rural Municipality of Mervin No. 499 acknowledge the request of the Board Members of Kopp’s Kove for the placement of a recycle receptacle in the hamlet adjacent to the billboard in the Main Parking Lot to be paid for by the hamlet funds; furthermore, that Administration executes a service agreement with West Yellowhead Waste Resource Authority on behalf of the Kopp’s Kove Hamlet as of April 23, 2024 Council Meeting.
CARRIED

THE STRAY ANIMALS ACT – ENFORCEMENT

0372 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 request Administration to proceed with enforcement pursuant to the *The Stray Animals Act* for the two (2) horses currently being held at PCL A 87B10654 (Horseshoe Bay).
CARRIED

Initial: 
Reeve
Initial: 
Administrator

MINUTES OF THE REGULAR COUNCIL MEETING OF APRIL 23, 2024

FIRE SERVICE PROVISION – MUTUAL AID WITH RESORT VILLAGE OF KIVIMAA-MOONLIGHT BAY

0373 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 request Administration to engage with the local Fire Chiefs (Town of Turtleford and R.M. of Mervin No. 499; St. Walburg and District Fire and Rescue Association; and the Resort Village of Kivimaa-Moonlight Bay) to discuss the capabilities of each Fire Department for protection of property within the municipality.

CARRIED

APRIL 17, 2024 CORRESPONDENCE FROM HORSESHOE BAY HAMLET BOARD

0374 – 24 SPENCER That the Rural Municipality of Mervin No. 499 request Administration to respond to the April 17, 2024 Correspondence received from the Horseshoe Bay Hamlet Board, with respect to the walkway, that the Hamlet is responsible for the maintenance of all property within the Hamlet boundaries; furthermore, that a survey be completed prior to the commencement of any work(s) is encouraged.

CARRIED

NORTH SASKATCHEWAN RIVER MUNICIPAL HEALTH HOLDINGS

0375 – 24 RANGE That the Rural Municipality of Mervin No. 499 acknowledges and receives the April 15, 2024 North Saskatchewan River Municipal Health Holdings Board Meeting Minutes at the April 23, 2024 Council Meeting.

CARRIED

HUMAN RESOURCE POLICY – REVISIONS

0376 – 24 BLAIS That the Rural Municipality of Mervin No. 499 approves the Human Resources Policy as presented at the April 23, 2024 Council Meeting as a “Living Document” with the following revision:

- Section 20.0 Boot / Clothing Allowance to be increased to \$400.00 for the full-time public works employee(s).

CARRIED

2023 RATEPAYERS’ ANNUAL MEETING MINUTES

0377 – 24 HAMM That the Rural Municipality of Mervin No. 499 approves the 2023 Ratepayers’ Annual Meeting Minutes as read at the 2024 Ratepayers’ Annual Meeting on April 11, 2024.

CARRIED

CORRESPONDENCE


0378 – 24 HAMM That the Rural Municipality of Mervin No. 499 acknowledges receipt of the correspondence as presented at the April 23, 2024 Council Meeting by Administration; furthermore, that Administration responds to the correspondence of Rod Sellers.


CARRIED

ACCOUNTS FOR PAYMENT AS OF APRIL 23, 2024

0379 – 24 SPENCER That the Rural Municipality of Mervin No. 499 approves the Accounts for Payment on April 23, 2024 being cheques #25768 to #25810 (\$204,898.20) and 1041-Man to 1046-Man (\$36,979.89) and Payroll (\$29,987.53) totaling \$271,865.62, as presented.

CARRIED

Initial: 
Reeve

Initial: 
Administrator

MINUTES OF THE REGULAR COUNCIL MEETING OF APRIL 23, 2024

BANK RECONCILIATIONS AS OF MARCH 31, 2024

0380 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 receives and acknowledges the Bank Reconciliation(s) as of March 31, 2024 as presented by Administration at the April 23, 2024 Council Meeting.

CARRIED

APAS MEMBERSHIP

0381 – 24 SPENCER That the Rural Municipality of Mervin receives and acknowledges the information as presented by Administration on the Agricultural Producers Association of Saskatchewan Membership; furthermore, that the APAS Annual Membership will be reviewed on an annual basis.

CARRIED

LIQUID DOMESTIC WASTE PERMIT APPLICATION

0382 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 approves the application from Smily's Septic Services to dispose of liquid domestic waste generated from within the R.M. of Mervin to the municipal lagoon on the NE 32-52-19-W3; furthermore, that approval be granted on the conditions that they agree to land spread and not dump into the lagoon when requested by Council and that an annual monthly report be provided to the municipality for the amount of effluent hauled.

CARRIED

ADJOURNMENT

0383 – 24 RANGE That the April 23, 2024 Council Meeting be adjourned at 5:30 p.m.

CARRIED


CHIEF ADMINISTRATIVE OFFICER


REEVE