
MINUTES OF THE SPECIAL COUNCIL MEETING OF MAY 10, 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 - Virtual
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
11:15 a.m. Jordan Starr, Community Safety Officer
11:30 a.m. Paige Hundt, Municipal Planner

CALL TO ORDER: Reeve Gerry Ritz called the May 10, 2024 Special Meeting to order at 9:00 a.m.

AGENDA

0384 – 24 RANGE That the May 10, 2024 Agenda be accepted for reference as presented.

CARRIED

Welcomed Kerry Robertson, Municipal Foreman and Taylor Roberts, Maintenance Supervisor to the May 10, 2024 Council Meeting at 9:03 a.m.

RMI INC. APRIL 7, 2024

0385 – 24 RANGE That the Rural Municipality of Mervin No. 499 authorizes the Reeve and Administration to offer \$350,000.00 plus applicable taxes for SW 51-19-16-W3, with a maximum of thirty (30) days to respond; furthermore, that this transaction be completed by mid-June 2024.

CARRIED

Thanked Kerry Robertson, Municipal Foreman, and Taylor Roberts, Maintenance Supervisor, for attending the May 10, 2024 Special Council Meeting at 9:30 a.m.

MUNICIPAL FOREMAN AND MAINTENANCE SUPERVISOR REPORT


0386 – 24 SPENCER That the Rural Municipality of Mervin No. 499 acknowledges and receives the Municipal Foreman and Maintenance Supervisor report as presented at the May 10, 2024 Special Council Meeting.

CARRIED

RURAL MUNICIPALITY OF MERVIN NO. 499 ORGANIZATION CHART

0387 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 approves the Organization Chart as presented, with the revision to the reporting lines of the Northwest Police Board and the Chief of Protective Services.

CARRIED

Initial: 
Reeve

Initial: 
Administrator

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TRANSFER SITE CUSTODIAN AND ATTENDANT – JOB DESCRIPTIONS AND CONTRACT

0388 – 24 SPENCER That the Rural Municipality of Mervin No. 499 approves the job descriptions for the Transfer Site Custodian and Attendant; furthermore, that Administration completes the Offer of Employment and Contracts for the positions.

CARRIED

TRANSFER SITE HOURS – SUMMER AND WINTER

0389 – 24 RANGE That the Rural Municipality of Mervin No. 499 authorizes Administration to change the Transfer Site Hours effective June 1 as follows:

- Summer Hours
Wednesdays from 11:00 a.m. to 5:00 p.m.
Saturdays from 10:00 a.m. to 3:00 p.m.
Sundays from 9:00 a.m. to 4:00 p.m.
- Winter Hours
Wednesdays from 11:00 a.m. to 5:00 p.m.
Saturdays from 11:00 a.m. to 4:00 p.m.

CARRIED

MUNICIPAL PLANNER AND INFORMATION TECHNOLOGY TECHNICIAN EMPLOYMENT AGREEMENT AND JOB DESCRIPTIONS

0390 – 24 HAMM That the Rural Municipality of Mervin No. 499 approves the Municipal Planner and Information Technology Technician job descriptions; furthermore, that Administration completes the Employment Agreement with Paige Hundt.

CARRIED

OFFER OF EMPLOYMENT FOR HOURLY EMPLOYEES

0391 – 24 KRYWCHUK That the Rural Municipality of Mervin No. 499 requests Administration to complete a new Offer of Employment for all hourly employees going forward; furthermore, that the Rural Municipality No. 499 will not entertain contracts for hourly employees.

CARRIED

SPECIAL OCCASION PERMIT POLICY

0392 – 24 SPENCER That the Rural Municipality of Mervin No. 499 approves the Special Occasion Permit Policy at the May 10, 2024 Special Meeting with the following revision to include notification of the Community Safety Officer and the Local Fire Department upon Administrative approval.

CARRIED



OVERTIME POLICY

0393 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 approves the Overtime Policy at the May 10, 2024 Special Meeting with the revisions to the form as follows:

- Remove "Employee Requesting Overtime";
- Addition of "Name"; and
- Addition of "Required Overtime Request is acknowledged and accepted".

CARRIED

Division 6 Councillor Victor Hamm left the May 10, 2024 Special Meeting at 10:26 a.m.

Initial: 
Reeve
Initial: 
Administrator

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Welcomed Jordan Starr, Community Safety Officer to the May 10, 2024 Special Meeting at 11:17 a.m.

Thanked Community Safety Officer Jordan Starr for attending the May 10, 2024 Special Meeting at 11:33 a.m.

NORTHWEST POLICE BOARD – BYLAW ENFORCEMENT OFFICER

0394 – 24 RITZ That the Rural Municipality of Mervin No. 499 approves the creation of a Bylaw Enforcement Officer position and job description as presented at the May 10, 2024 Special Meeting.

CARRIED

BYLAW ENFORCEMENT OFFICER OFFER OF EMPLOYMENT

0395 – 24 RANGE That the Rural Municipality of Mervin No. 499 approves Administration to complete an Offer of Employment to Aynsley Roberts for the Bylaw Enforcement Officer at a rate of \$21.05 per hour.

CARRIED

COMMUNITY SAFETY OFFICER – ADDITIONAL ENFORCEMENT PARAMETERS

0396 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 requests Administration to complete correspondence to the Ministry of Justice for their approval to enforce *The Traffic Safety Act* on provincial highways within our municipality that have a speed limit of one hundred kilometers (100 KM) per hour.

CARRIED

Welcomed Paige Hundt, Municipal Planner to the May 10, 2024 Special Meeting at 11:35 a.m.

Thanked Municipal Planner Paige Hundt for attending the May 10, 2024 Special Meeting at 11:42 a.m.

ACCOUNTS FOR PAYMENT AS OF MAY 10, 2024

0397 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 approves the Accounts for Payment on May 10, 2024 being cheques #25811 to #25869 (\$125,604.44) and 1047-Man to 1056-Man (\$134,191.09) and Payroll (\$79,791.43) totaling \$339,586.96, as presented.

CARRIED

ADJOURNMENT

0398 – 24 KRYWCHUK That the May 10, 2024 Special Council Meeting be adjourned at 12:06 p.m.

CARRIED


CHIEF ADMINISTRATIVE OFFICER


REEVE