
MINUTES OF THE REGULAR COUNCIL MEETING OF JANUARY 14, 2025

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 – Joined virtually at 9:00 a.m.
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

REGRETS: Deputy Chief Administrative Officer Janessa Macnab

DELEGATIONS: 9:15 a.m. Kerry Robertson, Municipal Foreman
Taylor Roberts, Maintenance Supervisor
10:30 a.m. Paige Hundt, Municipal Planner
Andrea Carroll, Northbound Planning

CALL TO ORDER: Deputy Reeve Gordon Spencer called the meeting to order at 9:00 a.m.

AGENDA

0001 – 25 **HAMM** That the January 14, 2025 agenda be accepted for reference.

CARRIED

MINUTES

0002 – 25 **BLAIS** That the December 10, 2024 regular meeting minutes are approved as presented.

CARRIED

TURTLE LAKE LAKESHORE AND WATERSHED MANAGEMENT STUDY

0003 – 25 **HERGOTT** That the Rural Municipality of Mervin No. 499 supports the recommendation of the Turtle Lake Lakeshore and Watershed Management Study Committee to offer Crosby Hanna & Associates a contract for the provision of a comprehensive Turtle Lake Lakeshore and Watershed Management Study at the cost of \$227,350.92 plus GST.

CARRIED

0004 – 25 **RITZ** That the Rural Municipality of Mervin No. 499, with the support of the partners of the Turtle Lake Lakeshore and Watershed Management Study, approves Administration to complete a contract with Crosby Hanna & Associates for a comprehensive Turtle Lake Lakeshore and Watershed Management Study at the cost of \$227,350.92 plus GST.

CARRIED

0005 – 25 **NEDELEC** That the Rural Municipality of Mervin No. 499 supports the recommendation of the Turtle Lake Lakeshore and Watershed Management Study Committee to assign Paige Hundt of the RM of Mervin No. 499 as Project Lead for the Committee as it pertains to the Study.

CARRIED

Initial: 
Deputy Reeve

Initial: 
Administrator

MINUTES OF THE REGULAR COUNCIL MEETING OF JANUARY 14, 2025

ADMINISTRATIVE ASSISTANT EMPLOYMENT OPPORTUNITY

0006 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 offers the Administrative Assistant position to Terri Imhoff beginning February 3, 2025.

CARRIED

Kerry Robertson, Municipal Foreman and Taylar Roberts, Maintenance Supervisor entered the Council Meeting at 9:18 a.m.

APPROACH CONSTRUCTION STANDARDS AND ROADWAY STANDARDS POLICY

0007 – 25 RANGE That the Rural Municipality of Mervin No. 499 TABLES the Approach Construction Standards and Roadway Standards Policy to the January 28, 2025 meeting pending further clarification of details.

CARRIED

DIAMOND WILLOW ESTATES – SNOW REMOVAL AGREEMENT

0008 – 25 HAMM That the Rural Municipality of Mervin No. 499 requests Administration to enter into an agreement with Merriman (Scotty) Drew for snow removal services in the unorganized hamlet of Diamond Willow Estates at a rate of \$60.00 per hour for a term of two years.

CARRIED

SARM GROUP PURCHASING – NOTICE OF PLANNED PROCUREMENT

0009 – 24 HERGOTT That the Rural Municipality of Mervin No. 499 requests Administration to post notice of our intention to participate in one or more procurements offered through the Saskatchewan Association of Rural Municipalities, between January 1 to December 31, 2025.

CARRIED

ANNUAL APPOINTMENTS WITH SCHEDULES OF INDEMNITY AND RATES

0010 – 25 RITZ That the Rural Municipality of Mervin No. 499 approves the 2025 Annual Appointments and Schedules of Indemnity and Rates as discussed and revised. Furthermore, that the documents form part of the January 14, 2025 meeting minutes.

CARRIED

Kerry Robertson, Municipal Foreman and Taylar Roberts, Maintenance Supervisor requested to return to the January 14, 2025 meeting at 12:30 p.m. and left the meeting at 10:30 a.m.

Paige Hundt, Municipal Planner entered the Council Meeting at 10:30 a.m. Andrea Carroll of Northbound Planning joined the meeting virtually at 10:30 a.m.

PUBLIC HEARING

0011 – 25 HAMM That the Rural Municipality of Mervin No. 499 recess the regular meeting to move into a Public Hearing at 10:30 a.m.

CARRIED

Andrea Carroll of Northbound Planning left the Public Hearing at 10:45 a.m.

RECONVENE REGULAR MEETING

0012 – 25 BLAIS That the Rural Municipality of Mervin No. 499 resumes the regular meeting at 11:00 a.m.

CARRIED

MINUTES OF THE REGULAR COUNCIL MEETING OF JANUARY 14, 2025

SUBDIVISION NB240520 – NE 26-53-19-3 EXT 11

0013 – 25 HAMM That the Rural Municipality of Mervin No. 499 support subdivision application 3906-2024 regarding land located at NE 26-53-19-W3 subject to Master Service Agreement including provisions for off site road fees, planning fees, and approach construction. **CARRIED**

SUBDIVISION NB240520 – NE 26-53-29-3 EXT 11 DISCRETIONARY USE

0014 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 approve the discretionary use of SDA 3906-2024 regarding land located at NE 26-53-19-W3 for the residential subdivision. **CARRIED**

DISCRETIONARY USE PERMITS

0015 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 approve Discretionary Use Permits #240070-024, Lot 8, Block 1, Plan 83B04601, #240070-069, Lot 1, Block 3, Plan 102013254, #240072-055, Lot 1, Block 6, Plan 84B02764 for the renewal of a recreational vehicle as a temporary principal use. **CARRIED**

SASK WATERSHEDS DROUGHT PREPAREDNESS PLANNING – SPRUCE LAKE

0016 – 25 RANGE That the Rural Municipality of Mervin No. 499 support the continuation of Drought Preparedness Planning through the Saskatchewan Association of Watersheds. **CARRIED**

2024 PLANNING AND DEVELOPMENT ANNUAL REPORT

0017 – 25 RITZ That the Rural Municipality of Mervin No. 499 receive and accept the 2024 Planning and Development Annual Report as presented and discussed by Municipal Planner Paige Hundt. **CARRIED**

MINISTER’S ORDER – SUNSET VIEW BEACH LAKEVIEW DRIVE

0018 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 acknowledge the correspondence dated December 9, 2024 from the Ministry of Government Relations approving the alteration of Rural Municipality of Mervin No. 499 boundaries by adding Township 53, Range, 18, West of the Third Meridian, as described as: All of Road Plan 97B06550, known as Lakeview Drive. **CARRIED**

NORTHBOUND PLANNING SOFTWARE

0019 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 requests Administration to enter into an Agreement with Northbound Planning for software that digitizes and visualizes planning information at an annual cost of \$5,000.00 plus applicable taxes. **CARRIED**

COURT FILE NUMBER KBG-BF-00204-2024

0020 – 25 RANGE That the Rural Municipality of Mervin No. 499 acknowledges the receipt of Court File KBG-BR-00204-2024 as discussed. **CARRIED**

MINUTES OF THE REGULAR COUNCIL MEETING OF JANUARY 14, 2025

PLANNER SUMMARY AND UPDATE

0021 – 25 BLAIS That the Rural Municipality of Mervin No. 499 accepts, with thanks, the Planner Summary and Update as presented by Paige Hundt Municipal Planner.

CARRIED

Paige Hundt, Municipal Planner left the meeting at 11:35 a.m.

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

0022 – 25 RANGE 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 11:36 a.m.

CARRIED

RECONVENE REGULAR MEETING

0023 – 25 RANGE That the Rural Municipality of Mervin No. 499 resume open session of the January 14, 2025 Council Meeting at 12:02 p.m.

CARRIED

RECESS

0024 – 25 HAMM That the January 14, 2025 Council meeting recess for lunch at 12:02 p.m.

CARRIED

RECONVENE REGULAR MEETING

0025 – 25 NEDELEC That the January 14, 2025 Council meeting reconvenes at 12:35 p.m.

CARRIED

Kerry Robertson, Municipal Foreman and Taylar Roberts, Maintenance Supervisor returned to the Council Meeting at 12:35 p.m.

PUBLIC WORKS REPORT

0026 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 accepts, with thanks, the Public Works Report as presented and discussed by Municipal Foreman Kerry Robertson and Maintenance Supervisor Taylar Roberts.

CARRIED

MINISTRY OF AGRICULTURE, CROWN LANDS – CANCELLATION REQUEST

0027 – 25 HAMM That the Rural Municipality of Mervin No. 499 authorizes Deputy Reeve and Administrator to sign the request for cancellation and payment of tax arrears on Crown Lease Land as presented and discussed.

CARRIED

BRIGHTSAND LAKE REGIONAL PARK TAX ARREARS

0028 – 25 RITZ That the Rural Municipality of Mervin No. 499 requests Administration to send a tax arrears list to the Brightsand Lake Regional Park Authority.

CARRIED

MINUTES OF THE REGULAR COUNCIL MEETING OF JANUARY 14, 2025

BORDER PAWS ANIMAL SHELTER

0029 – 25 BLAIS That the Rural Municipality of Mervin No. 499 approves Option 2: Standard Intake Fees Only with Border Paws Animal Shelter of \$1,000.00 per canine per intake and \$500.00 per feline per intake. Furthermore, that Administration execute an agreement with Border Paws Animal Shelter Society to supply the services of pound keeper for the RM of Mervin No. 499.

CARRIED

SARM MID-TERM RESOLUTIONS 7-24M AND 20-24M

0030 – 25 RANGE That the Rural Municipality of Mervin No. 499 acknowledges the receipt of responses provided by SARM for resolutions submitted at the 2024 Mid-term Convention.

CARRIED

ONLINE PAYMENT TRANSACTION CONTROLS

0031 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 approves that any two of the following individuals to complete all online payment transactions that include CAFT, E-transfers, and Online Bill Payments:

- Office Manager;
- Deputy Chief Administrative Officer; or
- Chief Administrative Officer.

CARRIED

PROPERTY TENDER – LOT 3, BLOCK 2, PLAN Y727 HAMLET OF SPRUCE LAKE

0032 – 25 RITZ That the Rural Municipality of Mervin No. 499 rejects the \$500.00 bid for sale by tender for Lot 3, Block 2 in the Hamlet of Spruce Lake received on December 31, 2024, pursuant to s. 31(4) of *The Tax Enforcement Act*.

CARRIED

LOT 3, BLOCK 2, PLAN Y727 HAMLET OF SPRUCE LAKE

0033 – 25 RITZ That the Rural Municipality of Mervin No.499 offers to sell Lot 3, Block 2, Plan Y727 to the bidder by private sale for \$1,000.00 plus GST as permitted by s. 31(4) of *The Tax Enforcement Act*.

CARRIED

SASK LOTTERIES COMMUNITY GRANT PROGRAM – ANNUAL ALLOCATION

0034 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 allocates the following populations for the Sask Lotteries Community Grant Program: Mervin – 545; Spruce Lake – 160; Turtleford – 926; Livelong – 160; Sunset View Beach – 1; Evergreen Turtle Lake – 1; Turtle Lake South Bay – 1; Kopps Kove – 1; Parkland Beach – 1; Powm Beach – 1; Horseshoe Bay – 1; Crystal Bay/Sunset – 1; Evergreen Brightsand – 1; and Mowery Beach – 1; Total 1,801.

CARRIED

SARM 2025 FIDELITY BOND

0035 – 25 SPENCER That the Rural Municipality of Mervin No. 499 acknowledges the 2025 SARM Fidelity Bond as presented by Administration at the January 14, 2025 meeting.

CARRIED

MINUTES OF THE REGULAR COUNCIL MEETING OF JANUARY 14, 2025

SARM LIABILITY AND EXCESS INSURANCE FOR 2025

0036 – 25 SPENCER That the Rural Municipality of Mervin No. 499 acknowledges the Liability Self-Insurance Plan and the email of the error in premium to be charged by SARM for 2025. **CARRIED**

2025 SARM ANNUAL CONVENTION AND TRADESHOW

0037 – 25 RANGE That the Rural Municipality of Mervin No. 499 requests Administration to register the following individuals for the March 11-13, 2025 SARM Annual Convention and Tradeshow with lunches (\$50.00 per person) and the networking event on March 12 (\$50.00 per person):

- Rob Blais: Division 3;
- Ken Hergott: Division 4;
- Lane Nedelec: Division 5;
- Victor Hamm: Division 6; and
- Shiloh Bronken: Chief Administrative Officer.

CARRIED

CANCELLATION OF REGULAR SCHEDULED MEETING

0038 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 cancels the Regular Scheduled Council Meetings on February 25 and March 25, 2025. **CARRIED**

RESCHEDULED REGULAR SCHEDULED MEETING

0039 – 25 RITZ That the Rural Municipality of Mervin No. 499 reschedule the March 11, 2025 Regular Scheduled Council Meeting to March 18, 2025. **CARRIED**

TAX LIEN REGISTRATIONS

0040 – 25 HAMM That the Rural Municipality of Mervin No. 499 acknowledge the list of Tax Lien Registrations as presented by Administration. **CARRIED**

APPROVAL FOR SHORT-TERM RENTAL AGREEMENTS, SPRUCE LAKE COMMUNITY HALL POLICY

0041 – 25 RANGE That the Rural Municipality of Mervin No. 499 approve the policy for Approval for Short-term Rental Agreements for the Spruce Lake Community Hall effective January 1, 2025. **CARRIED**

WEST YELLOWHEAD WASTE RESOURCE AUTHORITY AGREEMENT FOR 2025

0042 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 approves Administration to execute the Service Agreement – Founding Member for 2025 with West Yellowhead Waste Resource Authority. **CARRIED**

DECEMBER 2024 WATER TREATMENT PLANT DAILY LOGS

0043 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 acknowledges and receives the December 2024 Daily Water Logs for the following hamlets:

- Evergreen Acres;
- Livelong; and
- Spruce Lake.

CARRIED

Initial: AB
Deputy Reeve
Initial: AB
Administrator

MINUTES OF THE REGULAR COUNCIL MEETING OF JANUARY 14, 2025

NORTH CENTRAL TRANSPORTATION PLANNING COMMITTEE WORKSHOP

0044 – 25 RANGE That the Rural Municipality of Mervin No. 499 requests Administration to register the following individuals for the North Central Transportation Planning Committee Workshop to be held in Edam, SK on February 25, 2025: Gordon Spencer, Rob Blais, Ken Hergott, Lane Nedelec, Victor Hamm, and Shiloh Bronken.

CARRIED

HAMLET TAX ALLOCATION FOR 2025 – ORGANIZED HAMLETS

0045 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 request Administration to forward correspondence to the Hamlet Tax Allocation Committee in support of a ten percent (10%) increase to the percentage allocations to the organized hamlets for 2025, with subsequent annual reviews, should all the following conditions be met:

- Compliance with legislative requirements, including but not limited to agreements, budget submissions, public disclosure statements, and board meetings;
- Submission of 5-year Capital Plan for Critical Infrastructure Assets; and
- All organized hamlets to provide agreement in writing.

CARRIED

HAMLET TAX ALLOCATION FOR 2025 – UNORGANIZED HAMLETS

0046 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 request Administration to forward correspondence to the unorganized hamlets in support of a ten percent (10%) increase to the percentage allocations for 2025, with subsequent annual reviews, should all the following conditions be met:

- Compliance with organized hamlet legislative requirements, including but not limited to agreements, budget submissions, public disclosure statements, and board meetings;
- Submission of 5-year Capital Plan for Critical Infrastructure Assets; and
- All unorganized hamlets provide agreement in writing.

CARRIED

HAMLET CORRESPONDENCE

0047 – 25 HAMM That the Rural Municipality of Mervin No. 499 acknowledge the following Board Meeting Minutes as submitted:

- Evergreen Acres: December 11, 2024;
- Evergreen Beach: December 7, 2024;
- Horseshoe Bay: December 17, 2024; and
- Powm Beach: January 2, 2025.

CARRIED

KOPPS KOVE – SUNRISE & COTTAGE WATER CO-OPERATIVE LTD.

0048 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 acknowledge the Annual General Minutes for August 2, 2024 of the Sunrise & Cottage Water Co-operative Ltd. as submitted.

CARRIED

MINUTES OF THE REGULAR COUNCIL MEETING OF JANUARY 14, 2025

HAMLET OF LIVELONG

0049 – 25 HAMM That the Rural Municipality of Mervin No. 499 acknowledges receipt of the Annual General Meeting Minutes of November 30, 2024, 2023 Financial Report, and the 2024 Budget as submitted. **CARRIED**

CERTIFIED WATER OPERATOR AGREEMENT – HAMLET OF LIVELONG

0050 – 25 RANGE That the Rural Municipality of Mervin No. 499 approve Administration to execute a 2-Year Certified Water Operator Agreement with Rick Matthews for the Hamlet of Livelong as discussed. **CARRIED**

CORRESPONDENCE

0051 – 25 BLAIS That the Rural Municipality of Mervin No. 499 acknowledges and files the list of correspondence as presented by Administration. **CARRIED**

ACCOUNTS PAYABLE

0052 – 25 RITZ That the Rural Municipality of Mervin No. 499 approves the List of Accounts for Approval being cheque #26662 to cheque #26732 (\$380,431.61), manual cheque #1215-Man to 1236-Man (\$386,595.09), and payroll (\$140,463.27), totaling \$907,489.97 for payment. **CARRIED**

BANK RECONCILIATIONS

0053 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 acknowledge the Bank Reconciliations as presented for the following accounts:

- November 2024: General Chequing
- December 2024: General Chequing, Hamlet Reserve, 1 Year Term Deposit, 2 Year Term Deposit #1, 2 Year Term Deposit #3, and Capital Trust Fund.

CARRIED

ADJOURNMENT

0054 – 25 HERGOTT That the January 14, 2024 Regular Schedule Council Meeting be adjourned at 3:48 p.m. **CARRIED**


CHIEF ADMINISTRATIVE OFFICER


DEPUTY REEVE

Initial: 
Deputy Reeve
Initial: 
Administrator