
MINUTES OF THE REGULAR COUNCIL MEETING OF NOVEMBER 25, 2025

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

PRESENT:

Reeve Gerry Ritz – Virtual
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

DELEGATIONS:

9:15 a.m. Kerry Robertson, Municipal Foreman
 Taylor Roberts, Maintenance Supervisor
10:30 a.m. Paige Hundt, Municipal Planner
2:00 p.m. Heather Cook, Loop Municipal Website – Virtual

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

AGENDA

0779 – 25 NEDELEC That the November 25, 2025 agenda be accepted as circulated.

CARRIED

MINUTES

0780 – 25 HAMM That the November 10, 2025 meeting minutes be approved as circulated.

CARRIED

Kerry Robertson, Municipal Foreman and Taylor Roberts, Maintenance Supervisor joined the meeting at 9:05 a.m. and left at 1:47 p.m.

CENOVUS ENERGY INC. – MEMORANDUM OF UNDERSTANDING

0781 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 enters into a Memorandum of Understanding with Cenovus Energy Inc. for the necessary arrangements for the use of the road infrastructure to access a Diluent Solvent Assisted Process Facility located at SW 26-53-21-W3, Ext. 1, as part of the discretionary development permit application.

CARRIED

Paige Hundt, Municipal Planner joined the meeting at 9:15 a.m. and left at 10:00 a.m.

EMERGENCY MANAGEMENT

0782 – 25 RITZ That the Rural Municipality of Mervin No. 499 acknowledges and accepts the proposed Emergency Management Project Timeline for RM Emergency Plan documentation as submitted by Emergency Coordinator Patrick Reid.

CARRIED

OFFICE EXPANSION

0783 – 25 RANGE That the Rural Municipality of Mervin No. 499 engages with RMI Inc. to obtain complete engineered documents for the office expansion.

CARRIED

Initial: 
Deputy Reeve
Initial: 
Administrator

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SW 13-51-21-W3 – MAIN SHOP LAND EXPANSION

0784 – 25 HAMM That the Rural Municipality of Mervin No. 499 investigates into the transition of Parcel C, Plan 86B05477, Ext. 0 for public works storage that includes consideration of gate/fence relocation and access/ground preparation.

CARRIED

CENOVUS ENERGY INC. – NOTICE OF COMPLETION FOR SEISMIC OPERATIONS

0785 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 acknowledges receipt of Notice of Completion for Seismic Operations – Spruce Lake 3D 2025 at 53-21-W3 on November 20, 2025.

CARRIED

MINISTRY OF HIGHWAYS PARTNERSHIP AGREEMENT – PRELIMINARY ENGINEERING RANGE ROAD 3202

0786 – 25 BLAIS That the Rural Municipality of Mervin No. 499 enters into a Partnership Agreement with the Ministry of Highways for preliminary engineering and design work on 4.01km of Range Road 3202 from Thunderchild First Nation to the intersection with Provincial Highway No. 3, with the Ministry of Highways being responsible for one hundred percent (100%) of all costs associated up to a maximum of \$45,000.00.

CARRIED

WSP CANADA INBC. 2025 BRIDGE INSPECTIONS

0787 – 25 RANGE That the Rural Municipality of Mervin No. 499 acknowledges receipt of the 2025 Bridge Inspection report as completed by Jeff Nelson, P. Eng. with WSP Canada Inc. dated October 27, 2025.

CARRIED

SERVICE TRUCK PURCHASE

0788 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 with a positive visual inspection by the Municipal Foreman and Maintenance Supervisor, and confirmation of a current Saskatchewan Safety, that a 2007 GMC TC5500 is purchased from Novlan Bros. Sales in Paradise Hill, up to \$49,800.00 plus applicable fees and taxes.

CARRIED

EQUIPMENT REQUESTS FOR QUOTE(S) – GRADER

0789 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 using the Canoe Procurement Program obtain quotes for one (1) Motor Grader with trade-in, to be presented at the December 9, 2025 regular meeting.

CARRIED

EQUIPMENT REQUESTS FOR QUOTE(S) – TRACTOR

0790 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 using the Canoe Procurement Program obtain quotes for one (1) Tractor with trade-in, to be presented at the December 9, 2025 regular meeting.

CARRIED

PUBLIC WORKS UPDATE

0791 – 25 BLAIS That the Rural Municipality of Mervin No. 499 acknowledges the Public Works Report as presented by Municipal Foreman Kerry Robertson and Maintenance Supervisor Taylor Roberts as discussed.

CARRIED

Paige Hundt, Municipal Planner joined the meeting at 10:45 a.m. and left at 11:22 a.m.

Initial: PH
Deputy Reeve
Initial: AB
Administrator

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PUBLIC HEARING

0792 – 25 RITZ That the Rural Municipality of Mervin No. 499 recess the November 25, 2025 regular meeting at 11:00 a.m. to move into a Public Hearing.

CARRIED

RECONVENE REGULAR MEETING

0793 – 25 RANGE That the Rural Municipality of Mervin No. 499 resumes the open session of the November 25, 2025 Council Meeting at 11:20 a.m.

CARRIED

ZONING BYLAW AMENDMENT REQUEST – DOG BREEDING

0794 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 denies the Zoning Bylaw Amendment Request as the current RM Zoning Bylaw is under review. Furthermore, that Council will consider an application when the new bylaw is adopted.

CARRIED

BEACH DEVELOPMENT REQUEST

0795 – 25 SPENCER That the Rural Municipality of Mervin No. 499 supports the application of All Seasons Resort for beach development with the approval and a final inspection by Water Security Agency.

CARRIED

BYLAW 2025-20 SALE OF DEDICATED LANDS

0796 – 25 HAMM That the Rural Municipality of Mervin No. 499 completes second reading of Bylaw 2025-20 Sale of Dedicated Lands at the November 25, 2025 regular meeting.

CARRIED

BYLAW 2025-20 SALE OF DEDICATED LANDS

0797 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 completes third reading of Bylaw 2025-20 Sale of Dedicated Lands at the November 25, 2025 regular meeting. Furthermore, that Bylaw 2025-20 will be in effect on the date of approval from the Minister of Government Relations.

CARRIED

RECESS

0798 – 25 RANGE That the Rural Municipality of Mervin No. 499 recess the November 25, 2025 meeting at 12:15 p.m.

CARRIED

RECONVENE MEETING

0799 – 25 RANGE That the Rural Municipality of Mervin No. 499 reconvenes the November 25, 2025 meeting at 12:45 p.m.

CARRIED

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

0800 – 25 HERGOTT 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 1:48 p.m.

CARRIED

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RECONVENE REGULAR MEETING

0801 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 resumes the open session of the November 25, 2025 Council Meeting at 2:00 p.m.

CARRIED

Division 1 Councillor Jim Range left the meeting at 1:45 p.m. Quorum maintained.

Heather Cook, Loop Municipal Website joined the meeting virtually at 2:00 p.m. and left at 2:45 p.m.

SALARY SCHEDULE REVISION TO GRID 8 - STEPS 8 AND 9

0802 – 25 HAMM That the Rural Municipality of Mervin No. 499 approves the Salary Schedule revisions to Salary Grid 8 – Office Manager for Steps 8 and 9.

CARRIED

OFFICE ASSISTANT – TRANSITION TO STEP 4 OF SALARY GRID 7

0803 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 acknowledges that the Office Assistant has completed the three (3) month probation period; furthermore, that the wage increases effective November 5, 2025 to Step 4 of Salary Grid 7.

CARRIED

EMPLOYEE RECOGNITION

0804 – 25 RITZ That the Rural Municipality of Mervin No. 499 authorizes the purchase of \$100.00 Co-op gift cards for each RM employee.

CARRIED

CANADA HOUSING INFRASTRUCTURE GRANT – HAMLET OF SPRUCE LAKE

0805 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 supports the submission of an application to the Canada Housing Infrastructure Fund (CHIF) – Planning Grant for a feasibility study for the Hamlet of Spruce Lake water treatment plant and associated infrastructure. Furthermore, the RM acknowledges that there may be financial obligations required to complete this project should the application be approved.

CARRIED

CANADA COMMUNITY-BUILDING FUND INFRASTRUCTURE INVESTMENT PLAN

0806 – 25 SPENCER That the Rural Municipality of Mervin No. 499 approves the submission of an Infrastructure Investment Plan (IIP) for the installation of a 2nd Floor Washroom and Kitchenette at the Firehall (Block Y, Plan 102101533) to the Canada Community-Building Fund for \$344.24 to meet compliance requirements.

CARRIED

Division 1 Councillor Jim Range rejoined the meeting at 2:40 p.m.

OFFICE OPERATIONAL HOURS FOR THE 2025 HOLIDAY SEASON

0807 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 approves the office hours for the 2025 Holiday Season, with full compensation to employees as follows:

- December 24, 2025: Closed at 12 Noon;
- December 26, 2025: Closed all day; and
- December 31, 2025: Closed at 12 Noon.

CARRIED

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LIQUID DOMESTIC WASTE DISPOSAL PERMIT APPLICATION

0808 – 25 HAMM That the Rural Municipality of Mervin No. 499 approves the application submitted by Alan Early for The Stool Bus 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 the 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

MUNICIPAL REVENUE SHARING ANNUAL DECLARATION

0809 – 25 HAMM 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 2024 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2024 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;
- All members of council have filed and annually updated their Public Disclosure Statements as required; and
- We authorize the Chief Administrative Officer to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

NORTHWEST COMMUNITY SAFETY SERVICES INC.

0810 – 25 HAMM That the Rural Municipality of Mervin No. 499 acknowledges receipt of the October 16, 2025 minutes as submitted.

CARRIED

NORTH SASKATCHEWAN RIVER MUNICIPAL HEALTH HOLDINGS

0811 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 acknowledges receipt of the November 17, 2025 minutes as submitted.

CARRIED

CAPITAL PURCHASING AND TENDER POLICY

0812 – 25 BLAIS That the Rural Municipality of Mervin No. 499 approves the revisions to the Capital Purchasing and Tender Policy as circulated and discussed.

CARRIED

PURCHASING POLICY

0813 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 approves the revisions to the Purchasing Policy as circulated and discussed.

CARRIED

ST. WALBURG AND DISTRICT FIRE AND RESCUE ASSOCIATION

0814 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 acknowledges receipt of the October 21, 2025 minutes as submitted.

CARRIED

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TURTLEFORD AND DISTRICT VET BOARD

0815 – 25 SPENCER That the Rural Municipality of Mervin No. 499 acknowledges receipt of the November 18, 2025 Final Minutes of the Turtleford and District Vet Board as submitted.

CARRIED

SNOW REMOVAL AGREEMENTS

0816 – 25 RITZ That the Rural Municipality of Mervin No. 499 enters into snow removal agreements with the following individuals:

- Jim Koontz: Evergreen Brightsand;
- R&P Holdings Co. Ltd.: Evergreen Brightsand;
- David Loehndorf: Sunset View Beach.

CARRIED

SNOW REMOVAL CONTRACT FOR SERVICES

0817 – 25 RITZ That the Rural Municipality of Mervin No. 499 enters into a Contract for Services with David Loehndorf for snow removal on the Road Plan 97B06550, known as the Sunset View Beach Access Road.

CARRIED

HAMLETS AND ADJACENT ACREAGES POLICY

0818 – 25 BLAIS That the Rural Municipality of Mervin No. 499 approves the Hamlets and Adjacent Acreages Policy as circulated and discussed.

CARRIED

CORRESPONDENCE OF NOVEMBER 25, 2025

0819 – 25 RANGE That the Rural Municipality of Mervin No. 499 acknowledges and files the list of correspondence as presented by Administration at the November 25, 2025 regular meeting.

CARRIED

ACCOUNTS FOR PAYMENT AS OF NOVEMBER 25, 2025

0820 – 25 RITZ That the Rural Municipality of Mervin No. 499 approves the List of Accounts for Approval being cheque #27606 to cheque #27634 (\$197,583.18), manual cheque #1524-Man to #1538-Man (\$31,227.25), and payroll (\$38,360.68), totaling \$267,171.11 for payment.

CARRIED

STATEMENT OF FINANCIAL ACTIVITIES AS OF OCTOBER 31, 2025

0821 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 acknowledges the Statement of Financial Activities as of October 31, 2025 as circulated and discussed.

CARRIED

ADJOURNMENT

0822 – 25 RANGE That the November 25, 2025 meeting be adjourned at 4:17 p.m.

CARRIED

Shelok Bronken

CHIEF ADMINISTRATIVE OFFICER

Gordon Spencer

DEPUTY REEVE

Initial: AS
Deputy Reeve
Initial: BS
Administrator