
MINUTES OF THE REGULAR COUNCIL MEETING OF APRIL 22, 2025

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 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
11:00 a.m. Patrick Reid, Emergency Coordinator

CALL TO ORDER: Reeve Gerry Ritz called the meeting to order at 9:00 a.m.

AGENDA

0257 – 25 SPENCER That the April 22, 2025 agenda be accepted for reference.

CARRIED

MINUTES

0258 – 25 HAMM That the April 8, 2025 meeting minutes be approved as presented.

CARRIED

2024 ANNUAL RATEPAYER'S MEETING MINUTES

0259 – 25 NEDELEC That the April 11, 2024 Annual Ratepayer's meeting minutes be approved as circulated and discussed at the April 17, 2025 Annual Ratepayer's meeting.

CARRIED

VISION, MISSION, AND VALUES

0260 – 25 RANGE That the Rural Municipality of Mervin No. 499 adopts the Vision, Mission, and Values as presented. Furthermore, that Administration makes all the necessary revision to existing documents with the information.

CARRIED

BYLAW 2025-06 FIXED ASSESSMENT AGREEMENT – ALTERNATE NUMBER 606005100-01

0261 – 25 BLAIS That the Rural Municipality of Mervin No. 499 completes second reading of Bylaw 2025-06 to Provide for Entering Into a Fixed Assessment Agreement at the April 22, 2025 regular meeting.

CARRIED

Initial: 
Reeve
Initial: 
Administrator

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BYLAW 2025-06 FIXED ASSESSMENT AGREEMENT – ALTERNATE NUMBER 606005100-01

0262 – 25 SPENCER That the Rural Municipality of Mervin No. 499 completes third reading with adoption of Bylaw 2025-06 to Provide for Entering Into a Fixed Assessment Agreement at the April 22, 2025 regular meeting.

CARRIED

BYLAW 2025-07 FIXED ASSESSMENT AGREEMENT – ALTERNATE NUMBER 80810060-01

0263 – 25 RANGE That the Rural Municipality of Mervin No. 499 completes second reading of Bylaw 2025-07 to Provide for Entering Into a Fixed Assessment Agreement at the April 22, 2025 regular meeting.

CARRIED

0264 – 25 HAMM That the Rural Municipality of Mervin No. 499 completes third reading with adoption of Bylaw 2025-07 to Provide for Entering Into a Fixed Assessment Agreement at the April 22, 2025 regular meeting.

CARRIED

BYLAW 2025-08 FIXED ASSESSMENT AGREEMENT – ALTERNATE NUMBER 656504700-01

0265 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 completes second reading of Bylaw 2025-08 to Provide for Entering Into a Fixed Assessment Agreement at the April 22, 2025 regular meeting.

CARRIED

0266 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 completes third reading with adoption of Bylaw 2025-08 to Provide for Entering Into a Fixed Assessment Agreement at the April 22, 2025 regular meeting.

CARRIED

BYLAW 2025-09 FIXED ASSESSMENT AGREEMENT – ALTERNATE NUMBER 606004800-01

0267 – 25 BLAIS That the Rural Municipality of Mervin No. 499 completes second reading of Bylaw 2025-09 to Provide for Entering Into a Fixed Assessment Agreement at the April 22, 2025 regular meeting.

CARRIED

0268 – 25 SPENCER That the Rural Municipality of Mervin No. 499 completes third reading with adoption of Bylaw 2025-09 to Provide for Entering Into a Fixed Assessment Agreement at the April 22, 2025 regular meeting.

CARRIED

BYLAW 2025-10 FIXED ASSESSMENT AGREEMENT – ALTERNATE NUMBER 555502350-01

0269 – 25 RANGE That the Rural Municipality of Mervin No. 499 completes second reading of Bylaw 2025-10 to Provide for Entering Into a Fixed Assessment Agreement at the April 22, 2025 regular meeting.

CARRIED

0270 – 25 HAMM That the Rural Municipality of Mervin No. 499 completes third reading with adoption of Bylaw 2025-10 to Provide for Entering Into a Fixed Assessment Agreement at the April 22, 2025 regular meeting.

CARRIED

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BYLAW 2025-11 FIXED ASSESSMENT AGREEMENT – ALTERNATE NUMBER 303000100-01

0271 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 completes second reading of Bylaw 2025-11 to Provide for Entering Into a Fixed Assessment Agreement at the April 22, 2025 regular meeting.

CARRIED

0272 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 completes third reading with adoption of Bylaw 2025-11 to Provide for Entering Into a Fixed Assessment Agreement at the April 22, 2025 regular meeting.

CARRIED

BYLAW 2025-12 FIXED ASSESSMENT AGREEMENT – ALTERNATE NUMBER 303107200-01

0273 – 25 BLAIS That the Rural Municipality of Mervin No. 499 completes second reading of Bylaw 2025-12 to Provide for Entering Into a Fixed Assessment Agreement at the April 22, 2025 regular meeting.

CARRIED

0274 – 25 RITZ That the Rural Municipality of Mervin No. 499 completes third reading with adoption of Bylaw 2025-12 to Provide for Entering Into a Fixed Assessment Agreement at the April 22, 2025 regular meeting.

CARRIED

Municipal Foreman Kerry Robertson and Maintenance Supervisor Taylar Roberts joined the meeting at 9:14 a.m.

2025 BUDGET – OPERATING AND CAPITAL

0275 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 approves the 2025 Budget document as circulated and discussed for the Operating and Capital, to be attached to the April 22, 2025 minutes.

CARRIED

2013 LANDOLL 455-53 DECK TRAILER

0276 – 25 HAMM That the Rural Municipality of Mervin No. 499 purchases a 2013 Landoll 455-53 Deck Trailer from 2455683 Alberta Ltd. for \$98,000.00 plus GST.

CARRIED

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE – APRIL 17, 2025 MINUTES

0277 – 25 SPENCER That the Rural Municipality of Mervin No. 499 acknowledges receipt of the April 17, 2025 Occupational Health and Safety Committee minutes as circulated and discussed.

CARRIED

Kerry Robertson, Municipal Foreman and Taylar Roberts, Maintenance Supervisor left the meeting at 10:30 a.m.

Municipal Planner Paige Hundt joined the meeting at 10:30 a.m.

Andrea Carroll, Northbound Planning joined the meeting virtually at 10:30 a.m.

PUBLIC HEARING

0278 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 recess the April 22, 2025 regular meeting at 10:30 a.m. to move into a Public Hearing.

CARRIED

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RECONVENE REGULAR MEETING

0279 – 25 SPENCER That the Rural Municipality of Mervin No. 499 resumes the open session of the April 22, 2025 Council Meeting at 10:50 a.m.

CARRIED

DISCRETIONARY USE PERMIT FOR TEMPORARY RV AS PRINCIPAL USE

0280 – 25 HAMM That the Rural Municipality of Mervin No. 499 approves the Discretionary Use Permit for a temporary RV as a Principal Use for #250015-033 PCL F, Plan 101858137 – EVTL, with the condition that potential purchasers are aware of the RM Recreational Vehicle regulations.

CARRIED

SUBDIVISION APPLICATION – BLK/PAR E-PLAN 83B03648 EXT. 0 – EVERGREEN ACRES, TURTLE LAKE

0281 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 approves the Subdivision Application for Blk/Par E, Plan 83B03648, Ext. 0 subject to the following condition:

- Master Service Agreement including provisions for roads, lagoon, planning fees, and approaches.

CARRIED

Municipal Planner Paige Hundt and Andrea Carroll of Northbound Planning left the meeting at 10:51 a.m.

Kerry Robertson, Municipal Foreman and Taylar Roberts Maintenance Supervisor rejoined the meeting at 10:52 a.m.

PUBLIC WORKS REPORT

0282 – 25 RANGE That the Rural Municipality of Mervin No. 499 accepts the verbal report and discussion of Kerry Robertson, Municipal Supervisor and Taylar Roberts, Maintenance Supervisor.

CARRIED

Municipal Foreman Kerry Robertson and Maintenance Supervisor Taylar Roberts left the meeting at 11:17 a.m.

Patrick Reid, Emergency Coordinator joined the meeting at 11:18 a.m.

EMERGENCY COORDINATOR REPORT

0283 – 25 RANGE That the Rural Municipality of Mervin No. 499 accepts the verbal report and discussion of Patrick Reid, Emergency Coordinator.

CARRIED

Emergency Coordinator Patrick Reid left the meeting at 11:37 a.m.

Paige Hundt, Municipal Planner rejoined the meeting at 11:39 a.m.

LEXTERRA LAND – EXISTING APPROACH / DEVELOPMENT PERMITS

0284 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 approves the Existing Approach / Development Permits submitted by Lexterra Land on behalf of their client, Cenovus Energy Inc. for the following locations:

- File: 25-00165 – NE 28-53-21-W3;
- File: 25-00154 – NE 28-53-21-W3; and
- File: 25-00156 – SE 26-53-21-W3.

CARRIED

MUNICIPAL PLANNER REPORT

0285 – 25 BLAIS That the Rural Municipality of Mervin No. 499 accepts the report and discussion of the Municipal Planner Report as circulated.

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CARRIED

Municipal Planner Paige Hundt left the meeting at 11:49 a.m.

RECESS

0286 – 25 BLAIS That the Rural Municipality of Mervin No. 499 recess the April 22, 2025 at 12:05 p.m.

CARRIED

RECONVENE MEETING

0287 – 25 SPENCER That the Rural Municipality of Mervin No. 499 reconvenes the April 22, 2025 regular meeting at 12:39 p.m.

CARRIED

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

0288 – 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 12:40 p.m.

CARRIED

RECONVENE REGULAR MEETING

0289 – 25 RANGE That the Rural Municipality of Mervin No. 499 resumes the open session of the April 22, 2025 Council Meeting at 1:10 p.m.

CARRIED

JOB DESCRIPTIONS – OFFICE ASSISTANT AND ADMINISTRATIVE ASSISTANT

0290 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 approves the revisions to the job descriptions, effective May 1, 2025 as follows:

- Office Assistant and
- Administrative Assistant.

CARRIED

IN-HOUSE EMPLOYMENT TRANSITIONS

0291 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 approves the Administrative request of an in-house transfer of Katelynn Bannerman from the position of Office Assistant to Administrative Assistant, effective May 1, 2025, with the collective support of employees for the in-house transition. Furthermore, that a three (3) month reversion period shall be granted beginning on the effective date.

CARRIED

0292 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 approves the Administrative request of an in-house transfer of Terri Imhoff from the position of Administrative Assistant to Office Assistant, effective May 1, 2025, with the collective support of employees for the in-house transition. Furthermore, that a probation period of three (3) months is in effect for the new position.

CARRIED

MAY 13, 2025 REGULAR COUNCIL MEETING – RESCHEDULED

0293 – 25 HERGOTT That the Rural Municipality of Mervin No. 499 reschedules the May 13, 2025 Regular Council Meeting to Tuesday, May 6, 2025.

CARRIED

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HAMLET CONTRACTOR AGREEMENTS

0294 – 25 NEDELEC That the Rural Municipality of Mervin No. 499 requests Administration for forward all draft agreements templates for Contractors to perform services, within hamlet boundaries, upon recommendation of Hamlet Boards to legal for a comprehensive review.

CARRIED

HAMLET BOARD MEETING MINUTES

0295 – 25 SPENCER That the Rural Municipality of Mervin No. 499 acknowledges receipt of the minute submissions as provided by the Hamlet Boards as follows:

ORGANIZED

- Horseshoe Bay – April 9, 2025.

CARRIED

2025 SWIMMING LESSONS – ORGANIZED HAMLET OF CRYSTAL BAY SUNSET

0296 – 25 HAMM That the Rural Municipality of Mervin No. 499 acknowledges that the Organized Hamlet of Crystal Bay Sunset will be offering Bronze Medallion Lessons for the week of July 21 to 25, 2025 with Bodie Laviolette instruction. Furthermore, that this is on the condition that proof of certification is received by the Municipality prior to the start of swimming lessons.

CARRIED

2025 SWIMMING LESSONS – ORGANIZED HAMLET OF TURTLE LAKE SOUTH BAY

0297 – 25 SPENCER That the Rural Municipality of Mervin No. 499 acknowledges that the Organized Hamlet of Turtle Lake South Bay will be offering Swimming Lessons for the week of July 14-18, 2025 with Jessilyn Morrison and Issac Turk instruction and July 28 to August 1, 2025 with Bodi Laviolette instruction. Furthermore, that this is on the condition that proof of certification is received by the Municipality prior to the start of swimming lessons.

CARRIED

CORRESPONDENCE

0298 – 25 SPENCER That the Rural Municipality of Mervin No. 499 acknowledges and files the list of correspondence as presented by Administration.

CARRIED

ACCOUNTS FOR PAYMENT AS OF APRIL 22, 2025

0299 – 25 HAMM That the Rural Municipality of Mervin No. 499 approves the List of Accounts for Approval being cheque #26937 to cheque #26966 (\$85,230.38), manual cheque #1297-Man to 1305-Man (\$48,918.31), and payroll (\$32,375.42), totaling \$166,524.11 for payment.

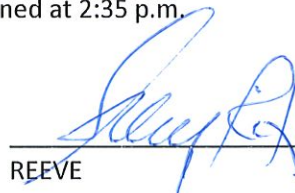
CARRIED

ADJOURNMENT

0300 – 25 BLAIS That the April 22, 2025 meeting be adjourned at 2:35 p.m.

CARRIED


CHIEF ADMINISTRATIVE OFFICER


REEVE