

**R.M. OF MERVIN #499****MEETING AGENDA**

Date: March 11, 2024

<b>DELEGATIONS:</b>	<b>9:15 a.m.</b>	<b>Kerry Robertson, Municipal Foreman</b>
		<b>Taylor Roberts, Maintenance Supervisor</b>
	<b>1:00 p.m.</b>	<b>Paige Hundt, Municipal Planner</b>
	<b>1:30 p.m.</b>	<b>Ben Clipperton, Northbound Planning</b>
	<b>3:00 p.m.</b>	<b>Jordan Starr, CSO</b>

- 1) **CALL TO ORDER**
- 2) **DECLARE CONFLICTS OF INTEREST (if Any)**
- 3) **ACKNOWLEDGE AGENDA**
- 4) **MINUTES**
- 5) **BUSINESS ARISING**
- 6) **FOREMAN**
  - (1) **Access**
  - (2) **Blade Tender**
  - (3) **Crushing**
  - (4) **SaskPower Pole**
  - (5) **Transfer Site Operations**
    - (a) **CleanFarms**
    - (b) **Haulers**
  - (6) **Township Road 524 "Razorback Road"**
    - (a) **Speed Limit Bylaw**
  - (7) **Spring Road Restrictions**
- 7) **ADMINISTRATION**
  - (1) **Tax Title Property**
  - (2) **February 2024 Daily Water Logs**
  - (3) **Kopps Kove, Turtle Lake Swimming Lessons**
  - (4) **Financial**
    - (a) **Turtleford Credit Union**
    - (b) **Livelong – LADRA**
    - (c) **Vantage – Enquiry Letter**
  - (5) **Hamlet(s)**
    - (a) **Budgets as of March 8, 2024**
    - (b) **Hamlet Policies as of March 8, 2024**
    - (c) **Minutes**
      - (i) **CBSS**
      - (ii) **Powm**
  - (6) **Mail-in Ballot System**

**8) PLANNING SERVICES**

**\*Public Hearing at 1:00 p.m.**

- (1) Public Hearing – 240006-012
- (2) Public Hearing – 240005-053
- (3) Public Hearing – 230074-039 (NBP)
- (4) Public Hearing – ZBA 2024-11 (NBP)
- (5) ZBA Request – Carwash in RC (NBP)
- (6) February Development Report
- (7) ZB/OCP RFP
- (8) MOH Gravel Pit

**9) PROTECTIVE SERVICES**

- (1) March 2024
- (2) Stat Report as of February 29, 2024
- (3) Conference Invitation
- (4) TSS Grant – Regional CSO Project
  - (a) March 1, 2024 Minutes

**10) CORRESPONDENCE:**

- (1) [https://youtu.be/Y2impDg\\_AUI?si=vnBkm8XFmT5xDbaa](https://youtu.be/Y2impDg_AUI?si=vnBkm8XFmT5xDbaa)
- (2) Town of Turtleford and RM of Mervin No. 499 Fire Department, February 29, 2024
- (3) Water Security Agency Brightsand Lake and Turtle Lake Permits
- (4) Provincial Association of Resort Communities of Saskatchewan
- (5) North Saskatchewan River Municipal Health Holdings, February 19, 2024
- (6) North Central Transportation Planning Committee Annual Meeting

**11) FINANCES**

- (1) Financial Statement as of February 29, 2024
- (2) Bank Reconciliation(s) as of February 29, 2024
- (3) Budget Control as of February 29, 2024
- (4) Accounts Payable as of March 11, 2024 [Available at the Meeting]

**12) ANY OTHER BUSINESS****13) ADJOURN**

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*MINUTES OF THE REGULAR COUNCIL MEETING OF FEBRUARY 27, 2024*

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**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 3 Councillor Rob Blais  
                   Division 4 Councillor Ken Hergott  
                   Division 6 Councillor Victor Hamm  
                   Chief Administrative Officer Shiloh Bronken

**REGRETS:**        Division 2 Councillor Gordon Spencer  
                   Division 5 Councillor Dave Krywchuk

**DELEGATIONS:**   9:15 a.m.        Kerry Robertson, Municipal Foreman  
   Taylar Roberts, Maintenance Supervisor  
                   10:30 a.m.     Ryley Boyle, Access Communications Co-operative Ltd.  
                   1:00 p.m.        Paige Hundt, Municipal Planner

**CALL TO ORDER:**   Councillor Victor Hamm called the February 27, 2024 meeting to order at 9:00 a.m.

**AGENDA**

**0154 – 24   RITZ**           That the February 27, 2024 Agenda be accepted for reference, with the addition of the following:  
   ➤ 7.10 Cemetery Surveys

**CARRIED**

Councillor Ken Hergott declared a Conflict of Interest with Agenda Items 8.2 and 8.3.

**MINUTES**

**0155 – 24   BLAIS**           That the February 13, 2024 Regular Meeting Minutes be accepted as revised.

**CARRIED**

**FIRE HALL BATHROOM QUOTE**

**0156 – 24   HERGOTT**       That the Rural Municipality of Mervin No. 499 approves the quote for the installation of a second bathroom and a kitchenette for the Fire Hall from L. Ingram in the amount of \$21,095.03 with the completion to be on or before March 22, 2024.

**CARRIED**

Welcomed Kerry Robertson, Municipal Foreman and Taylar Roberts, Maintenance Supervisor to the February 27, 2024 Council Meeting at 9:10 a.m.

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*MINUTES OF THE REGULAR COUNCIL MEETING OF FEBRUARY 27, 2024*

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**OCCUPATIONAL HEALTH AND SAFETY INSPECTION REPORT, FEBRUARY 15, 2024**

**0157 – 24 RANGE** That the Rural Municipality of Mervin No. 499 acknowledges the Occupational Health and Safety Inspection Report of February 15, 2024 as submitted by O. Oleksyn, for the Municipal Office and the South Shop.

**CARRIED****CAR WASH**

**0158 – 24 HERGOTT** That the Rural Municipality of Mervin No. 499 requests Administration to obtain the status of the plumbing configurations of the car wash with recommendations for maintenance and improvement, including diagrams by a qualified contractor.

**CARRIED****2004 WESTERN STAR – MAINTENANCE AND REPAIR**

**0159 – 24 HERGOTT** That the Rural Municipality of Mervin No. 499 approves the maintenance and repair of the 2004 Western Star frame for an estimated cost of \$25,000.00 plus applicable taxes at the discretion of the Maintenance Supervisor.

**CARRIED**

Thanked Municipal Foreman Kerry Robertson and Maintenance Supervisor Taylor Roberts for attending the February 27, 2024 Council Meeting at 10:15 a.m.

**MUNICIPAL FOREMAN AND MAINTENANCE SUPERVISOR REPORT**

**0160 – 24 RANGE** That the Rural Municipality of Mervin No. 499 accepts the Municipal Foreman and Maintenance Supervisor's written and verbal report as presented at the February 27, 2024 Council Meeting.

**CARRIED**

Welcomed Ryley Boyle – Manager, Martin Smith – Regional Manager, and Ferdinand Sabando – Construction and Planning Manager to the February 27, 2024 Council Meeting at 10:20 a.m.

Thanked Access Communications Co-operative Ltd. Manager Ryley Boyle, Regional Manager Martin Smith, and Construction and Planning Manger Ferdinand Sabando for attending the February 27, 2024 Council Meeting.

**RECESS**

**0161 – 24 HAMM** That the Rural Municipality of Mervin No. 499 recess the February 27, 2024 Council meeting for ten (10) minutes at 11:05 a.m.

**CARRIED****RECONVENE THE FEBRUARY 27, 2024 COUNCIL MEETING**

**0162 – 24 HAMM** That the Rural Municipality of Mervin No. 499 reconvenes the February 27, 2024 Council meeting at 11:15 a.m.

**CARRIED****CAMPGROUND MAINTENANCE FEES FOR 2024**

**0163 – 24 HERGOTT** That the Rural Municipality of Mervin No. 499 acknowledges that the Campground Maintenance Fees for 2024 will remain at \$148.00 per site; furthermore, that Administration complete correspondence for the increase as of January 1, 2025 to \$225.00 pursuant to Bylaw 2023-42 to be sent to the Campground Owners.

**CARRIED**



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*MINUTES OF THE REGULAR COUNCIL MEETING OF FEBRUARY 27, 2024*

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**IN-CAMERA CLOSED SESSION PURSUANT TO PART III OF LAFOIP**

**0164 – 24 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 11:48 a.m.

**CARRIED****RESUME OPEN SESSION**

**0165 – 24 RANGE** That the February 27, 2024 Council Meeting resumes Open Session at 12:00 p.m.

**CARRIED****2024 BUDGET**

**0166 – 24 HERGOTT** That the Rural Municipality of Mervin No. 499 approves the 2024 Budget as presented, to be attached to and forming part of the February 27, 2024 minutes.

**CARRIED****RECESS FOR LUNCH**

**0167 – 24 RANGE** That the Rural Municipality of Mervin No. 499 recess the February 27, 2024 Council meeting for thirty (30) minutes for lunch at 12:05 p.m.

**CARRIED****RECONVENE THE FEBRUARY 27, 2024 COUNCIL MEETING**

**0168 – 24 RANGE** That the Rural Municipality of Mervin No. 499 reconvenes the February 27, 2024 Council meeting at 12:35 p.m.

**CARRIED****REQUEST FOR QUOTE – PAVING FOR TWO (2) MILES**

**0169 – 24 RITZ** That the Rural Municipality of Mervin No. 499 requests Administration to put a Request for Quote onto SaskTenders for Paving Services as identified by the Municipal Foreman for 2024.

**CARRIED**

Welcomed Paige Hundt, Municipal Planner to the February 27, 2024 Council Meeting at 1:00 p.m.

**PUBLIC HEARING AT THE FEBRUARY 27, 2024 COUNCIL MEETING**

**0170 – 24 HERGOTT** That the Rural Municipality of Mervin No. 499 convenes the Public Hearing at 1:00 p.m. at the February 27, 2024 Council Meeting.

**CARRIED****REQUEST FOR PROPOSAL: RM499-2024-01 TURTLE LAKE LAKESHORE AND WATERSHED MANAGEMENT STUDY**

**0171 – 24 RITZ** That the Rural Municipality of Mervin No. 499 requests Administration to complete the Request for Proposal: RM499-2024-01 Turtle Lake Lakeshore and Watershed Management Study with a closing date of March 20, 2024 at 4:00 p.m. CST.

Division 1 Councillor, Jim Range ABSTAINED from voting.

**CARRIED**

MINUTES OF THE REGULAR COUNCIL MEETING OF FEBRUARY 27, 2024

**CORRESPONDENCE DATED FEBRUARY 20, 2024**

**0172 – 24 BLAIS** That the Rural Municipality of Mervin No. 499 requests Administration to respond to the Resort Village of Kivimaa-Moonlight Bay correspondence dated February 20, 2024. **CARRIED**

Division 4 Councillor Ken Hergott recused himself from the February 27, 2024 Council Meeting at 1:37 p.m.

Division 4 Councillor Ken Hergott returned to the February 27, 2024 Council Meeting at 1:44 p.m.

**CLOSE PUBLIC HEARING AT THE FEBRUARY 13, 2024 COUNCIL MEETING**

**0173 – 24** That the Public Hearing at the February 27, 2024 Council Meeting concludes at 1:45 p.m. **CARRIED**

**APPROVAL OF DISCRETIONARY USE PERMIT #240004-004 LOT 9, BLOCK 3, PLAN 86B05598 SSVB**

**0174 – 24 RANGE** That the Rural Municipality of Mervin approves the Discretionary Use Permit #240004-004 for Lot 9, Block 3, Plan 86B05598 SSVB – RV. **CARRIED**

Division 4 Councillor Ken Hergott recused himself from the February 27, 2024 Council Meeting at 1:47 p.m.

**APPROVAL OF DISCRETIONARY USE PERMIT #240004-020 LOT 18, BLOCK 8, PLAN 84B09834 SSVB**

**0175– 24 BLAIS** That the Rural Municipality of Mervin approves the Discretionary Use Permit #240004-020 for Lot 18, Block 8, Plan 84B09834 SSVB - RV. **CARRIED**

**APPROVAL OF DISCRETIONARY USE PERMIT #240004-021 LOT 19, BLOCK 8, PLAN 84B09834 SSVB**

**0176 – 24 RITZ** That the Rural Municipality of Mervin approves the Discretionary Use Permit #240004-021 for Lot 19, Block 8, Plan 84B09834 SSVB – RV. **CARRIED**

Division 4 Councillor Ken Hergott returned to the February 27, 2024 Council Meeting at 1:50 p.m.

**APPROVAL OF DISCRETIONARY USE PERMIT #240003-025 LOT 16, BLOCK 4, PLAN 101962379 SAND**

**0177– 24 HERGOTT** That the Rural Municipality of Mervin approves Discretionary Use Permit #240003-025 for Lot 16, Block 4, Plan 101962379 SAND – RV. **CARRIED**

**AQUATIC HABITAT PROTECTION PERMIT APPLICATION – LOT 17, BLOCK 1, PLAN 69B06933**

**0178 – 24 BLAIS** That the Rural Municipality of Mervin No. 499 approves the Aquatic Habitat Protection Permit Application for the installation of a domestic water line for Lot 17, Block 1, Plan 69B06933 TLSB. **CARRIED**

**PARCEL D, PLAN 85B06234 EXT. 1**

**0179 – 24 HERGOTT** That the Rural Municipality of Mervin No. 499 accepts the counteroffer from the property owner of \$7,500.00 plus taxes for the purchase of Parcel D, Plan 85B06234 Ext. 1 for road allowance purposes. **CARRIED**

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*MINUTES OF THE REGULAR COUNCIL MEETING OF FEBRUARY 27, 2024*

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**ZBA REQUEST – REDUCED REAR YARD SETBACK, SUNSET VIEW**

**0180 – 24 HERGOTT** That the Reeve and Council approve the request for a reduced rear yard setback in the LD2 Zoning District of Sunset View at the February 27, 2024 Council Meeting.

**DEFEATED****REQUEST FOR PROPOSAL FOR OFFICIAL COMMUNITY PLAN AND ZONING BYLAW**

**0181 – 24 RITZ** That the Rural Municipality of Mervin No. 499 requests Administration to complete a Request for Proposal (RFP) for an Official Community Plan and Zoning Bylaw; furthermore, that a draft of the RFP is to be presented at the March 11, 2024 Council Meeting for review.

**CARRIED****CONSOLIDATION REQUEST – SPRUCE LAKE**

**0182 – 24 RANGE** That the Rural Municipality of Mervin No. 499 approves the consolidation request of Lots 4-6, Block 4, Plan Y727, SPLK subject to the property owner's successful application of a development and building permit.

**CARRIED**

Thanked Paige Hundt, Municipal Planner for attending the February 27, 2024 Council Meeting at 2:20 p.m.

**EVERGREEN ACRES TURTLE LAKE**

**0183 – 24 HERGOTT** That the Rural Municipality of Mervin No. 499 acknowledges the correspondence on Evergreen Acres, Turtle Lake as presented at the February 27, 2024 Council Meeting; furthermore, that Administration is to engage with the Evergreen Hamlet Board for recommendations going forward.

**CARRIED****SWDFRA 2024 PROPOSED BUDGET**

**0184 – 24 RITZ** That the Rural Municipality of Mervin No. 499 approves the SWDFRA 2024 Budget as presented by the SWDFRA Fire Working Committee; furthermore, that it be acknowledged that Member Municipality contributions will be increased to \$32,300.00 for 2024 and that a top-up payment may be required later in 2024 to cover the proposed expenses.

**CARRIED****SWDFRA JANUARY 31, 2024 MINUTES**

**0185 – 24 BLAIS** That the Rural Municipality of Mervin No. 499 acknowledges the SWDFRA Fire Working Committee January 31, 2024 Minutes as presented at the February 27, 2024 Council Meeting.

**CARRIED****HORSESHOE BAY SWIMMING LESSONS JULY 8-12, 2024**

**0186 – 24 RANGE** That the Rural Municipality of Mervin No. 499 sponsor swimming lessons for the Hamlet of Horseshoe Bay, Turtle Lake from July 8-12, 2024 with Sadie Taves instructing; furthermore, that this is on the condition that the instructor provides proof of certification to the Municipality prior to the start of swimming lessons.

**CARRIED**

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*MINUTES OF THE REGULAR COUNCIL MEETING OF FEBRUARY 27, 2024*

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**COE GRAVEL PIT ASSESSMENT**

**0187 – 24 RANGE** That the Rural Municipality of Mervin No. 499 requests Administration to engage with RMI to complete a comprehensive assessment of the Coe Pit located at SW 16-51-19 W3, in consultation with the Municipal Foreman, for the consideration of purchase.

**CARRIED****NORTHWEST MUTUAL AID AREA**

**0188 – 24 RITZ** That the Rural Municipality of Mervin No. 499 requests that Community Safety Officer J. Starr be requested to participate in the Northwest Mutual Aid Area meetings effective February 27, 2024.

**CARRIED****TURTLEFORD CREDIT UNION – INTEREST RATES**

**0189 – 24 RANGE** That the Rural Municipality of Mervin No. 499 requests Administration to engage Turtleford Credit Union regarding the Interest-Bearing Chequing Account for Option #1 with a 2.5% interest rate.

**CARRIED**

**0190 – 24 BLAIS** That the Rural Municipality of Mervin No. 499 requests Administration to engage Turtleford Credit Union regarding the current 5-Year Term Deposit expiring May 2024 to reinvest for a 2-Year Term at 5.25% interest rate, with the interest payable annually to the General Operating Account of the Rural Municipality of Mervin No. 499.

**CARRIED**

**0191 – 24 HERGOTT** That the Rural Municipality of Mervin No. 499 requests Administration to engage Turtleford Credit Union regarding a 2-Year Term for \$2,000,000.00 at 5.25% interest rate and a 1-Year Term for \$1,600,000.00 at 5.25% interest rate, with the interest payable annually to the General Operating Account of the Rural Municipality of Mervin No. 499.

**CARRIED****AGRICULTURE IN THE CLASSROOM – SPONSORSHIP**

**0192 – 24 RANGE** That the Rural Municipality of Mervin No. 499 requests Administration to provide a sponsorship in the amount of \$500.00 for Agriculture in the Classroom for 2024.

**CARRIED****CORRESPONDENCE**

**0193 – 24 HERGOTT** That the Rural Municipality of Mervin No. 499 acknowledges the correspondence as presented by Administration at the February 27, 2024 Council Meeting.

**CARRIED****ACCOUNTS FOR PAYMENT**

**0197 – 24 HERGOTT** That the Rural Municipality of Mervin No. 499 approves the Accounts for Payment on February 27, 2024 being cheques #25624 to #25643 (\$31,510.21), 1007-Man to 1013-Man (\$30,619.93) and Payroll (\$28,593.33) totaling \$90,723.47, as presented.

**CARRIED****ADJOURNMENT**

**0198 – 24 RANGE** That the February 27, 2024 Council Meeting be adjourned at 3:50 p.m.

**CARRIED**

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*MINUTES OF THE REGULAR COUNCIL MEETING OF FEBRUARY 27, 2024*

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CHIEF ADMINISTRATIVE OFFICER

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DEPUTY REEVE

Initial: \_\_\_\_\_  
Deputy Reeve  
Initial: \_\_\_\_\_  
Administrator

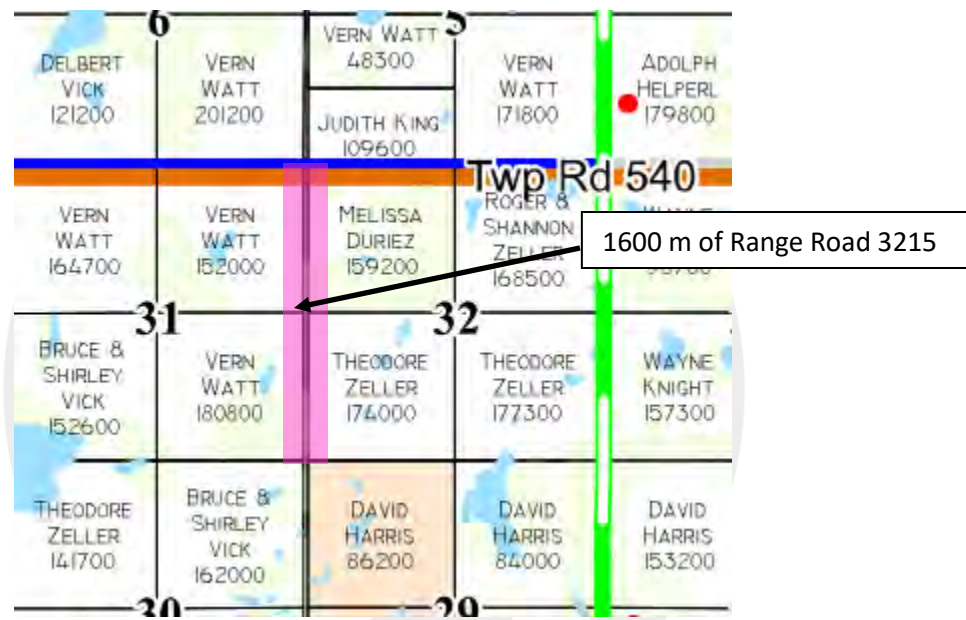
R.M. of Mervin No. 499  
P.O. Box 130  
Turtleford, Sk.  
S0M 2Y0

February 26, 2024

Dear R.M of Mervin,

**Re: Range Road 3215 ROW Clearing Cost Estimate**

Resource Management International Inc is pleased to present the Rural Municipality of Mervin No.499 a cost estimate for the clearing of the ROW along Range Road 3215 as described in the figure below. .



**Figure 1: Location of Construction**

Currently this section of Range Road 3215 is covered with a row of trees. Rocks were observed in the tree line. Also, there are two wet areas along the ROW that will increase the cost of clearing the ROW. The costs associated with this work is presented below in the following table.

<b>ROW Clearing Costs - Range Road 3215 (1600m)</b>				
Item	Unit	Quantity	Unit Price	Extended Cost
Brushing	ha	2	\$ 10,000.00	\$ 20,000.00
Rock Disposal	m <sup>3</sup>	1,200	\$ 30.00	\$ 36,000.00
Survey ROW		1	\$1,300.00	\$ 1,300.00
<b>Total Estimated Costs</b>				<b>\$ 57,300.00</b>

If you have any questions related to these findings, please do not hesitate to contact us at 306-285-2435.

Sincerely,



Steve Gehlen, P.Eng  
Resource Management International













<b>RM of Mervin No. 499</b>			
<b>POLICY TITLE</b>		<b>ADOPTED BY</b>	
<b>Road Construction Financial Contribution Policy</b>		Council Resolution	544-18
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE:</b>	<b>PAGE #</b>
RM Council	RM of Mervin No. 499	September 25, 2018	1 of 1

## 1.0 PURPOSE

1.1 The purpose of this policy is to provide direction for the expenses for road construction for subdivisions and development permit applications.

1.2 This policy states the following:

<b>ROADWAY</b>	<b>CURRENT STANDARD</b>	<b>PROPOSED STANDARD</b>	<b>EXPENSE</b>
1. Undeveloped road allowance; single parcel country residential subdivisions.	Undeveloped	Construct to RM standard	100% expense of Developer
2. Existing road allowance with multiple existing residences.	Below standard	No upgrades	N/A
3. New residence on road allowance, where one existing residence located beyond proposed location for new development.	Below standard	Upgrade to point of entry	50% cost-share
4. New residence on road allowance, beyond existing residence.	Undeveloped, below standard	Upgrade from existing residence to point of entry	100% expense of Developer
5. Connector roadway: with no existing residences along connection, multi-residential.	Below standard	Upgrade to point of entry	RM to cost-share 25%

NOTE: Where road construction has been completed, any new development or subdivisions within five (5) years of the completion of the road construction shall result in the new developer contributing to road infrastructure upgrade or construction costs. Reimbursement shall be determined at the discretion of Council.

Where the RM of Mervin is cost-sharing the expense of the road construction, all contributions shall be to a maximum of \$10,000.00.

<b>RM of Mervin No. 499</b>			
<b>POLICY TITLE</b>		<b>ADOPTED BY</b>	
<b>Brushing in Municipal Right-of-Way Grant Policy</b>		Council Resolution	164-22 639-21 544-18
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE:</b>	<b>PAGE #</b>
RM Council	RM of Mervin No. 499	Amended: May 10, 2022 Amended: Dec. 14, 2021 September 25, 2018	1 of 1

## **1.0 PURPOSE**

- 1.1 The purpose of this policy is to establish guidelines for anyone requesting to remove brush inside the municipal right-of-way.
- 1.2 This policy states that:
1. Any person or organization wishing to remove brush within the municipal right-of-way must obtain prior approval from the Divisional Councillor before starting the proposed works;
  2. The municipality will contribute \$250 per quarter mile, up to a maximum of \$500.00 per ½ mile to the person or organization performing the works;
  3. The right-of-way must be left without any blockage or debris. This includes the disposal of any fallen trees and rocks;
  4. The person or organization performing the works are responsible to locate any brush piles, rocks or debris a minimum of 20 feet inside the landowner's property line;
  5. The completion of any works done on the municipal right-of-way will be subject to inspection and approval by the Divisional Councillor. The person or organization must agree to do whatever is necessary to secure inspection approval from the municipality in order to be eligible for payment. Once the Divisional Councillor has granted approval of the works, payment will be made at the following council meeting of the municipality.

<b>RM of Mervin No. 499</b>			
<b>POLICY TITLE</b>		<b>ADOPTED BY</b>	
<b>Approach Policy</b>		Council Resolution	544-18
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE:</b>	<b>PAGE #</b>
RM Council	RM of Mervin No. 499	September 25, 2018	1 of 2

## **1.0 PURPOSE**

- 1.1 The purpose of this policy is to establish guidelines with respect to approaches required for access on properties located within the R.M. of Mervin No. 499.
- 1.2 This policy states that:
1. One approach per quarter section, whereby an approach did not previously exist, will be provided by the municipality at the municipality's expense and constructed to municipal standards.
  2. When the quarter section is fragmented from the balance of the quarter section by either natural (river, creek, coulee, etc.) or man-made (roadway, railway, etc.) influence, an additional approach may be provided by the municipality upon council approval.
  3. Whereby a landowner has an existing approach for land access and requests permission to install an additional approach, the municipality may grant permission for the construction of the said approach, providing it is deemed to have a safe site line distance. If approval is granted, it will be on the condition that the new approach is constructed to the municipality's standards that exist at the time of the request and all costs associated will be the responsibility of the applicant. Upon completion of the construction of the approach, the applicant must notify the municipality who will arrange to send a designated representative to inspect and ensure the approach meets the required standards before giving final approval.
  4. Whereby a landowner has an existing approach and requests permission for it to be upgraded, the municipality will grant permission for the existing approach to be upgraded in accordance with the municipality's standards that exist at the time of the request. All costs required to upgrade the approach will be the responsibility of the landowner or applicant requesting permission. In the event that there is not an existing culvert located within the existing approach and if the municipality deems that it would be beneficial to have a drainage structure installed into the existing approach, the municipality will supply the culvert at their cost. Upon completion of upgrading the existing approach, the applicant must notify the municipality who will arrange to send a designated representative to inspect and ensure the approach meets the required standards before giving final approval.



5. ***New Subdivisions:*** A developer will be required, as part of his servicing agreement and as a condition to the approval of the subdivision, to construct an approach to the municipality's standards on each new lot created. If an existing approach is being used to access one of the new subdivisions, the existing approach will have to be upgraded to the municipality's standards.

Further, an additional approach will have to be constructed for access to the remaining portion of the land if one does not exist after the subdivision has been completed. Each approach will require inspection and approval by the municipality's appointed representative prior to final approval and release of any irrevocable letter of credit held by the municipality.

<b>RM of Mervin No. 499</b>			
<b>POLICY TITLE</b>		<b>ADOPTED BY</b>	
<b>Approach &amp; Road Inspections Policy</b>		Council Resolution	544-18
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE:</b>	<b>PAGE #</b>
RM Council	RM of Mervin No. 499	September 25, 2018	1 of 1

## **1.0 PURPOSE**

- 1.1 The purpose of this policy is to ensure that approaches built within the municipality are built to the R.M.'s standards and that the approval is a joint effort between the Foreman and the Councillor for the Division that the approach is being built in.
- 1.2 This policy states that the Foreman is responsible to follow up and inspect approach consents granted by Council including any requirements to construct a road to municipal standards. Furthermore, that the Foreman ensure that the Councillor for the Division in which the road or approach is constructed is consulted in terms of meeting to perform a joint inspection or updated as per the Foreman's inspection results.

<b>RM of Mervin No. 499</b>			
<b>POLICY TITLE</b>		<b>ADOPTED BY</b>	
<b>Approach Construction Standards Policy</b>		Council Resolution	
		544-18	
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE:</b>	<b>PAGE #</b>
RM Council	RM of Mervin No. 499	September 25, 2018	1 of 5

## **1.0 PURPOSE**

- 1.1 The purpose of this policy is to provide guidelines for constructing approaches within the R.M. of Mervin No. 499.

## **2.0 FOR SINGLE PARCEL COUNTRY RESIDENTIAL & FARM RESIDENTIAL ACCESS**

- 2.1 All road connections for single parcel country residential and farm residential approaches shall be constructed in accordance with specifications as outlined below:
1. The approach shall be constructed with clean earth free from objectionable material such as organic matter, frozen soil, topsoil, stumps, trees and rock.
  2. All approaches shall be constructed:
    - At 90 degrees to the roadway centerline;
    - To slope away from the roadway with a minimum 4% and maximum 5% grade slope.
  3. No approach shall be constructed where sight distance is inadequate or where an approach would create hazardous traffic movements.
  4. All construction and all costs of construction are the responsibility of the applicant. This includes all materials, equipment rentals or purchases and all labour or other costs that may be required to complete construction. Material from the road right-of-way shall not be used for construction of the approach.
  5. The approach shall be constructed with no resulting damage to the road shoulder or driving surface and any side slopes or ditch damage during construction shall be neatly trimmed.
  6. The applicant shall be responsible to locate all existing utilities within the right-of-way and take whatever precautions are necessary to protect them.
  7. This consent does not eliminate the need to comply with the requirements of any other government department or authority, or with local building and zoning bylaws.



8. The applicant shall advise the Municipal Foreman at (306) 845-7218 at least forty-eight hours prior to beginning any works related to this approach and to arrange for full inspection and approval after construction is complete.
9. All construction including the final clean-up shall be complete within 90 days of permit issue date. If final clean-up is not completed within that time, the municipality may arrange to complete the clean-up with the entire cost being borne by the applicant.
10. Standard approach specifications are a minimum top width of 7 meters 5:1 sideslope construction as specified in drawing AA and BB.
11. If a drainage structure is required, a galvanized steel culvert with a minimum diameter of 300mm must be installed and shall be Canada 3 G401-M81 approved corrugated steel pipe. The pipe shall be installed to grade line and if necessary rip rap placed to prevent erosion. Section AA and BB outline installation specifications.
12. Approach must be properly graveled upon completion.

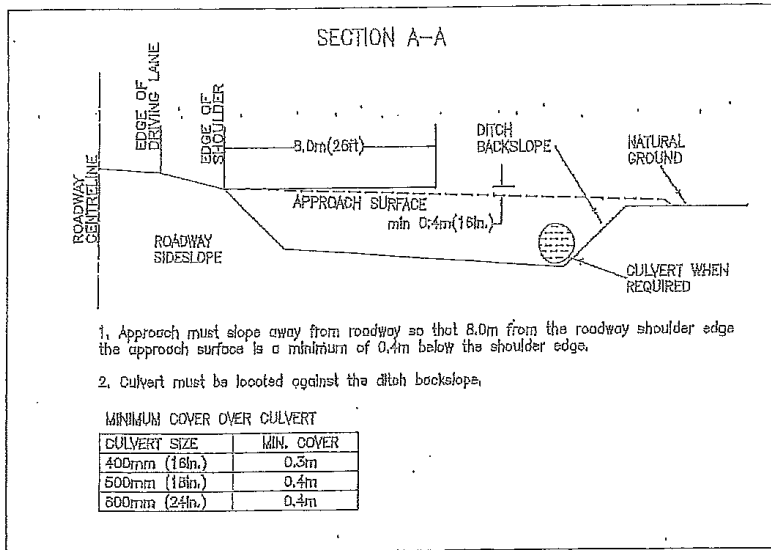
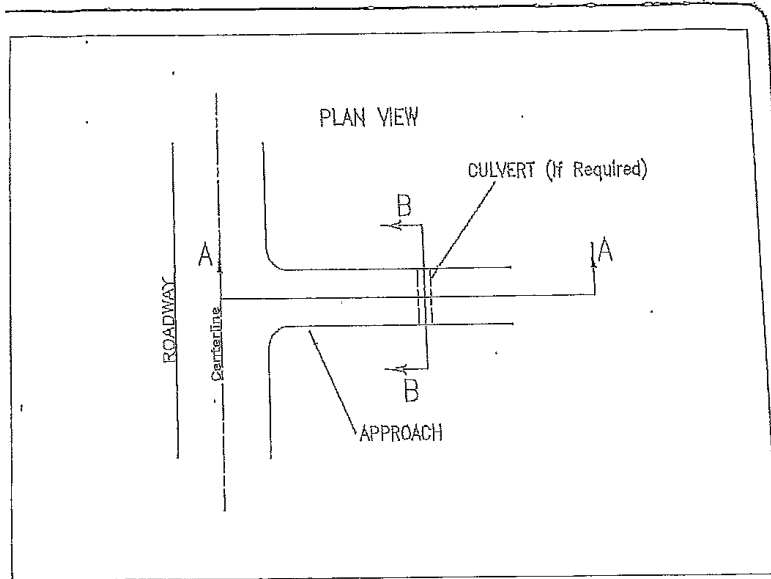
### **3.0 FOR INDUSTRIAL & FARM ACCESS**

- 3.1 All road connections for private crossings and farm approaches shall be constructed in accordance with specifications as outlined below:
  1. The approach shall be constructed with clean earth free from objectionable material such as organic matter, frozen soil, topsoil, stumps, trees and rock.
  2. All approaches shall be constructed:
    - At 90 degrees to the roadway centerline;
    - To slope away from the roadway with a minimum 4% and maximum 5% grade slope.
  3. No approach shall be constructed where sight distance is inadequate or where an approach would create hazardous traffic movements.
  4. All construction and all costs of construction are the responsibility of the applicant. This includes all materials, equipment rentals or purchases and all labour or other costs that may be required to complete construction. Material from the road right-of-way shall not be used for construction of the approach.
  5. The approach shall be constructed with no resulting damage to the road shoulder or driving surface and any side slopes or ditch damage during construction shall be neatly trimmed.
  6. The applicant shall be responsible to locate all existing utilities within the right-of-way and take whatever precautions are necessary to protect them.
  7. This consent does not eliminate the need to comply with the requirements of any other government department or authority, or with local building and zoning bylaws.

8. The applicant shall advise the Municipal Foreman at (306) 845-7218 at least forty-eight hours prior to beginning any works related to this approach and to arrange for final inspection and approval after construction is complete.
9. All construction including final clean-up shall be complete within 90 days of permit issue date. If final clean-up is not completed within that time, the municipality may arrange to complete the clean-up with the entire cost being borne by the applicant.
10. Standard approach specifications area a minimum top width of 9 meters 5:1 sideslope construction as specified in drawing AA and BB.
11. If a drainage structure is required, a galvanized steel culvert with a minimum diameter of 400mm must be installed and shall be Canada 3G401 – M81 approved corrugated steel pipe. The pipe shall be installed to grade line and if necessary, rip rap placed to prevent erosion. Section AA and BB outline installation specifications.
12. Approach must be properly graveled upon completion.

#### **4.0 FOR INDUSTRIAL & FARM ACCESS WHEN THE LAY OF THE LAND IS HIGHER THAN THE ROAD WITHOUT A DITCH**

- 4.1 All road connections for industrial and farm approaches when the lay of the land is higher than the road shall be constructed in accordance with specifications as outlined in section 3.0 except for the following changes:
  2. All approaches shall be constructed:
    - At 90 degrees to the roadway centerline;
    - To have a 3-4% cross slope;
    - All trees must be removed in the right of way for 160M from the center on either side of the approach to provide for a clear line of site.
  10. Standard approach specifications are a minimum top width of 7-9 meters, as determined by Council.



R.M. of Mervin No. 499

STANDARD APPROACH  
PLAN VIEW & SECTION A-A

DRAWN

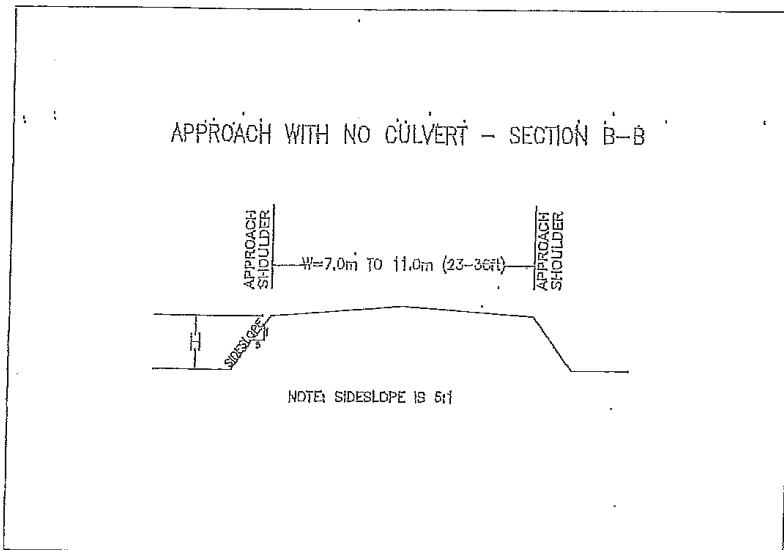
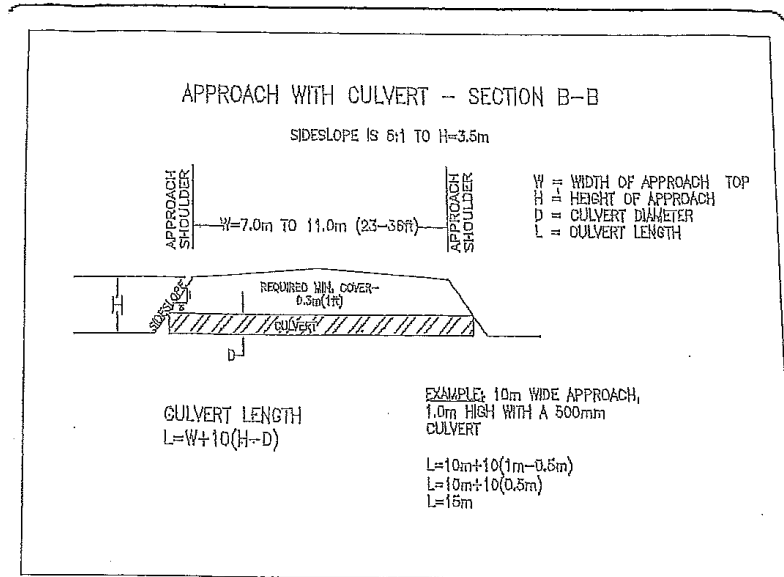
K.A.S.

SCALE

N.T.S.

DATE

OCT 2003



R.M. of Mervin No. 499	<b>STANDARD APPROACH</b>		
	SECTION B-B		
DRAWN	K.H.S.	SCALE	DATE
		N.T.S.	OCT 2003



# Quote

# QT-001806

**DionCo Sales and Service LTD.**

Hwy #9 South, 16 Ashcroft Lane  
Yorkton Saskatchewan S3N 2V7  
Canada

Bill To

**RM of Mervin**

PO Box 130

Sask

Turtleford

S0M 2Y0 SK

Estimate Date :

2024/03/06

Item & Description	Qty	Rate	Amount
78543CTGBCE-EDM 7/8"x5"x48" Carbide blade with 1" embedded	48.00 pcs	438.47	21,046.56
34843VCDB 3/4"x8"x4' Heat Treated Curved Grader Blade 3/4" Hole	40.00 pcs	90.00	3,600.00
	Sub Total		24,646.56
	GST (5%)		1,232.33
	SK PST (6%)		1,478.79
	<b>Total</b>		<b>\$27,357.68</b>

Notes

Looking forward for your business.



cleanfarms

**RECYCLING AG PLASTICS  
Blitz Collection Day**

**R.M. OF BIGGAR NO.347  
GRAIN BAG COLLECTION**

**Are used, empty  
grain bags taking up  
space on your farm?  
Bring them to this  
collection event  
for recycling!**

**April 8, 2024  
9 am to 1 pm**

**Where:** R.M. shop,  
705-4th Avenue E. Biggar, SK

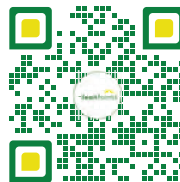
**Land Location:**  
52.052750,-107.967346

**Phone:** 306-948-2422



**Steps to participate:**

1. Remove debris while rolling grain bags
2. Roll grain bags tightly and secure with twine
3. Bring prepared grain bags to this event



Find out more about Cleanfarms' ag recycling programs on collection day. Interested in other collection locations for grain bag recycling and other used ag plastics? Please scan the QR code.



## Cleanfarms

- Canadian non-profit industry stewardship organization committed to environmental responsibility through proper management of inorganic agricultural waste

## ~80 members

- Pesticide, fertilizer, seed, animal health medication, ag plastics industries



## Our Vision:

Cleanfarms contributes to a healthier environment and a sustainable future by recovering and recycling agricultural and related industry plastics, packaging and products.





- Grain bags are to be dropped off in a rolled and secured manner. Any other way may be subject to landfill and/or baling service charges
- 48 collection sites for grain bags
- 44 are collecting twine
- Incentives for collection:
  - \$55/tonne
  - +\$25/tonne for roller/baling
  - +\$15/tonne for loading

# Grain bag recycling: prepare it properly

## MUST BE:

- Free of **excessive** debris
- Tightly rolled with a grain bag roller
- Secured with twine (use as much as you would when baling hay)



**No loose grain bags**



**Machine Rolled**



































# STORING and LOADING

**Leave in place until time to load.  
Avoid pushing piles around.  
The less handling the better!**



# Recycling grain bags: local end markets



An Alberta recycling facility where...



Grain bags are shredded and screened before washing...



Then melted in an extruder to create plastic pellets...



That are ready for manufacturing into new ag-film products.

*Photos courtesy of PolyAg Recycling*

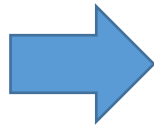
# Twine recycling



- Open to grain bag collection sites
- Additional sites in strategic locations
- No incentive at this time
- Great for landfill diversion to prevent damage to equipment



# Twine Preparation:



Place collection bag in barn/shop

Fill bag with twine and secure at the top

Drop off bags at closest collection site  
[Cleanfarms.ca](http://Cleanfarms.ca)



# High volumes of twine







# Do not accept any mixed bags of materials





# NO NETWRAP





## Collection site partnership with Cleanfarms

- Free drop off for producers
- Liability Insurance
- Agreements with each site - MOU
- Adequate space for unloading at drop off and loading semis
- Administration and communication with producers
- Compensation based on tonnage (i.e. equitable compensation for how busy each site is)
- Site assistance for producers to unload is ideal but not required especially if they don't call ahead
- Funding available for the first year to set up\*

\* This is paid back through shipment of grain bags/site incentive





# Grain bag online portal for collection sites

Collection Sites | **Collection Site Login** | Board Login | Member Sales Survey | Contractors | Français



What to Recycle & Where | Programs by Province | Research, Pilot Projects & Consultation | Resources | Partners | News & Blog | About | Q

Open Map in a New Tab

What to Recycle & Where

Where to Recycle  
Use the filters below to find the best option for you

## Recycling solutions for agricultural communities...

- Containers up to 23L
- Tires & drums
- Household appliances & livestock feeds
- Small, portable & industrial bags & large tote bags
- Grain bags
- Boxes
- Bale wrap
- Maple tubing
- Programs by province
- Online pickup request system
- Research, Pilot Projects & Consultation
- P&I & other tools



Grain Bag, Twine & Ag Film Recycling\*

### LOGIN TO YOUR ACCOUNT

Remember Me

[Forgot Password?](#)

Cleanfarms

COLLECTION SITE

- Dashboard
- Pickup Requests 0
- User Accounts
- On-hand Inventory
- Q & A
- Request Promo Material

Brightsand Transfer Station - RM of Mervin (CS000101)

Dave Krywchuk

Overview Videos

Did you know.....  
Grain Bags and Twine are recycled locally in Canada and the US and turned into new products such as car parts, flower pots, industrial garbage bags, and plastic lumber.

Awaiting Pickup	In progress	Completed
0	0	0
Not Loaded	Paperwork pending	Requests
		2024

Quick Links

- [SUBMIT NEW REQUEST](#)
- [UPLOAD DOCUMENTS TO PENDING REQUESTS](#)
- [UPDATE INVENTORY ON HAND](#)
- [CONTACT CLEANFARMS](#)



- Cleanfarms
- COLLECTION SITE
- Dashboard
- Pickup Requests** 0
- User Accounts
- On-hand Inventory
- Q & A
- Request Promo Material

Brightsand Transfer Station - RM of Mervin (CS000101) Dave Krywchuk

Pickup Request Pending Picked up Completed [Add New Pickup Request](#)

Welcome! Please create a Pickup Request

Request #	Material Type	Request Date	# of Rolls	# of Loads	Arranged Pickup Date	Total Weight of Load	ScaleTicket	Photos Uploaded ?	Invoice Uploaded ?	Action
-----------	---------------	--------------	------------	------------	----------------------	----------------------	-------------	-------------------	--------------------	--------

















## Brightsand Transfer Station - RM of Mervin (CS000101)

Dave Krywchuk ▼

## Pickup Request

Pending 0Picked up 0Completed 6
[Add New Pickup Request](#)
 search

Request #	Material Type	Request Date	# of Rolls	# of Loads	Arranged Pickup Date	Total Weight of Load	ScaleTicket	Photos Uploaded ?	Invoice Uploaded ?	Action
APRGB0001011300	Grainbag	12/12/2023	360	3	12/18/2023 12:00:00 AM	55820		No	Yes	 <a href="#">Upload Documents</a>
APRGB0001011193	Grainbag	07/28/2023	240	2	07/28/2023 12:00:00 PM	28970		No	Yes	 <a href="#">Upload Documents</a>
APRGB000094741	Grainbag	10/27/2021	120	1	10/27/2021 12:00:00 AM	17220		No	Yes	 <a href="#">Upload Documents</a>
APRGB000101740	Grainbag	10/26/2021	120	1	10/26/2021 12:00:00 AM	15100		No	Yes	 <a href="#">Upload Documents</a>
APRGB000101739	Grainbag	10/26/2021	120	1	10/26/2021 12:00:00 AM	18540		No	Yes	 <a href="#">Upload Documents</a>
APRGB000101738	Grainbag	10/24/2021	120	1	10/24/2021 12:00:00 AM	7320		No	Yes	 <a href="#">Upload Documents</a>



## Add New Pickup Request



Choose Material Type : \*



Date of Request: \*

3/8/2024



No. of Rolls / Full collection bags: \*

Number of Loads: 0.00

Site Condition:



Good



Caution



Bad

Notes To Driver:

Cancel

Submit



## Contact information:

Tammy Shields

[shieldst@cleanfarms.ca](mailto:shieldst@cleanfarms.ca)

306-341-4460



RURAL MUNICIPALITY OF MERVIN NO. 499  
 BOX 130  
 TURTLEFORD, SK S0M 2Y0  
 TELEPHONE: (306) 845-2045  
 FAX: (306) 845-2950  
 EMAIL: [rm499@rmofmervin.com](mailto:rm499@rmofmervin.com)  
 WEBSITE: [www.rmofmervin.ca](http://www.rmofmervin.ca)

February 29, 2024

Resort Village of Kivimaa-Moonlight Bay  
 PO Box 120  
 Livelong, SK  
 S0M 1J0  
 Via Email: [rvkmb@myaccess.ca](mailto:rvkmb@myaccess.ca)

**RE: Waste Transfer Site Access**

Dear Mayor Steven Nasby and Council Members,

The Rural Municipality of Mervin No. 499 is modifying the access to the Waste Transfer Site for all external haulers. Effective immediately, the Waste Transfer Site located at SE 34-52-20 W3 will only be accessible during regular hours of operation. We are requesting that all keys for access to our Waste Transfer Site be promptly returned to our Office.

Transfer Site Winter Hours in effect beginning October long weekend until March 31<sup>st</sup> are:

- Wednesdays 10:00 a.m. until 5:00 p.m.
- Sundays 10:00 a.m. until 4:00 p.m.

Transfer Site Summer Hours in effect beginning April 1<sup>st</sup> until October long weekend are:

- Wednesdays 11:00 a.m. until 5:00 p.m.
- Saturdays 9:00 a.m. until 3:00 p.m.
- Sundays 9:00 a.m. until 5:00 p.m.

We are supporting safety considerations for all employees, as well as reducing environmental impacts that are caused by cross contamination.

In the next few months, the Rural Municipality of Mervin will be having an information session for our Transfer Site employees and encourage the participation of your waste hauler. Please forward their contact information as soon as possible.

Should you have any questions, please contact me at the RM Office at 306-845-2045.

Regards,

*Shiloh Bronken*

Shiloh Bronken  
 Chief Administrative Officer



## SPRING ROAD RESTRICTION BULLETIN 2024

### For Rural Municipalities

*THIS BULLETIN MAY BE USED AS A GUIDE FOR RURAL MUNICIPALITIES IN ADMINISTERING SPRING ROAD RESTRICTIONS.*

#### PROCEDURE FOR SPRING ROAD RESTRICTIONS ORDERS ISSUED BY THE MINISTER OF HIGHWAYS:

The province is divided into 10 highway maintenance districts. ***All rural municipalities within that district are automatically included in the Order, unless a rural municipality decides to opt out of the Ministerial Orders.***

A rural municipality may opt out of the Spring Road Restriction Order on a permanent basis or for a particular season. To do so, the RM must notify the **Highway Hotline, Manager**, in writing by email, or by fax, prior to March 15<sup>th</sup>.

A rural municipality may opt in/out of the Spring Road Restriction Order at any time with 48 hours advance notice.

Email            [lane.eering@gov.sk.ca](mailto:lane.eering@gov.sk.ca) and [Hotline@gov.sk.ca](mailto:Hotline@gov.sk.ca)  
 Fax to:            306-933-7988 or 306-798-0111  
 Or mail to:      Highway Hotline, Manager, Lana Eering  
                          Ministry of Highways  
                          221 Winnipeg Street N.  
                          Regina SK S4R 8T6

#### PROCEDURE FOR OPTING IN/OUT OF THE SPRING ROAD RESTRICTION PROGRAM:

Orders are published each **Tuesday and Friday, approximately 12:00 Noon, CST**, except for **Good Friday (there will be no Order)**.

The **Tuesday Order** comes into effect on the following **Thursday midnight (12:01 AM Friday morning)** and the **Friday Order** comes into effect on the following **Sunday midnight (12:01 AM Monday morning)**.

**If your municipality wants to opt in or out of the Order, you must advise the Highway Hotline, Manager as follows:**

1. For inclusion/exclusion on the Tuesday Order, you must notify the Highway Hotline, Manager by phone or email or by emailing the Highway Hotline directly no later than noon the day before (Monday). This restriction would come into effect on the following Thursday midnight (12:01 AM Friday).
2. For inclusion/exclusion on the Friday Order, you must notify the Highway Hotline, Manager by phone or email or by emailing the Highway Hotline directly no later than noon the day before (Thursday). This Order would come into effect on the following Sunday midnight (12:01 AM Monday).



## Ministry of Highways

**\* All requests for inclusion/exclusion to the Order must be approved by the road committee or by resolution of council, and a signed copy of the request must be sent by email, mail or by fax to the Highway Hotline, Manager (provide on page 1). Telephone requests will not be considered.**

### LIMITATIONS RE: THE PUBLICATION OF RURAL MUNICIPALITY ROAD BANS:

- The entire rural municipality must be shown as included or excluded on the published Orders. The ministry does not have the ability to identify specific roads in a rural municipality. Weight restrictions will be set at the standard used for provincial highways.
- If a municipality imposes road bans outside the period in which the ministry publishes the official Orders, the rural municipality is responsible to provide notification of such road bans to affected parties.

**Special  
Restrictions**

SETTING LIMITS AT LESS THAN THOSE SPECIFIED IN A MINISTER'S ORDER

***Special restrictions on municipal roads will not be included with the Minister's Spring Road Restriction Order.***

If your municipality sets weights at limits lower than those in the Minister's Order, the rural municipality is responsible to provide notification of such lower weights to affected parties.

### GENERAL GUIDELINES FOR IMPLEMENTING ROAD RESTRICTIONS ON MUNICIPAL ROADS

- The standard road restriction weights on Spring Road Restriction Orders published by the Saskatchewan Ministry of Highways are as follows:
  - **The maximum load on steering axles is 10 kg per millimetre (560 lbs per inch) width of tire (manufacturer's stamped dimensions), to a maximum of**
    1. **5,500 kg on the steering axle for a truck equipped with a single steering axle**
    2. **11,000 kg on the steering axle group for a truck equipped with a tandem axle steering group**
  - **Maximum loads on all other wheels will be limited to 6.25 kg/mm (350 lbs per inch) width of tire to a maximum loading of 1650 kg per wheel (3,638 lb.)**

### HOW TO READ THE ORDERS

- The official spring road restriction Order issued by the Minister of Highways has two sections. The first section constitutes the official Order. This Order will show only new restrictions or the removal of restrictions on provincial highways and rural municipalities. These restrictions come into effect on the date shown in the Order. This information will appear before the signature of the person issuing the Order. Once these restrictions come into effect, they will then be removed from the next Order and added to the second section.
- 
- The second section is an informational section only and does not form part of the official Order. It will list all provincial highways and rural municipalities which are subject to



## Ministry of Highways

restrictions by other (previous) Orders and it will also list those provincial highways which are subject to special year round restrictions.

- If your council does not participate in the Saskatchewan Highways Official Orders, you may implement spring road restrictions by:
  - Orders issued by the road committee or by a resolution of Council.
  - The rural municipality shall provide notice (copy of any Order) to the Highway Hotline, Manager at the Saskatchewan Ministry of Highways.
  -

Fax to: 306-933-7988 or 306-798-0111

Mail to: Lana Eering  
 Government of Saskatchewan  
 Ministry of Highways  
 Manager, Saskatchewan Highway Hotline/Emergency Planning Officer  
 221 Winnipeg Street North  
 Regina, Canada S4R 8T6

Email [lane.eering@gov.sk.ca](mailto:lane.eering@gov.sk.ca) and [hotline@gov.sk.ca](mailto:hotline@gov.sk.ca)

### INFORMATION SOURCES FOR THE PUBLISHED ORDERS

- The Orders are also published on the Saskatchewan.ca website at: <http://www.saskatchewan.ca/truckingweights> .  
 You can view the **Current Spring Restriction Orders** or the **Previous Order**.  
 The Orders are published in Adobe PDF format. You can save (download) the Orders to your computer, if required. They will print off in the original format as published.
- Additional information can be obtained by contacting the inquiry line: 1-866-933-5290 in Saskatchewan or 306-933-5290 outside the province.  
<http://www.saskatchewan.ca/business/transportation-and-road-construction/information-for-truckers-and-commercial-trucking-companies/regulations-and-road-restrictions>
  - Weight restrictions on provincial highways
  - Access roads subject to year-round weight restrictions
  - Road restrictions in rural municipalities
  - Information on calculating allowable weights during road restriction season.



## Ministry of Highways

### THE OFFICIAL SPRING ROAD RESTRICTION ORDERS ARE PREPARED AND PUBLISHED BY:

Saskatchewan Ministry of Highways  
221 Winnipeg Street N, Regina SK S4R 8T6

#### Contact information:

Lana Eering  
Government of Saskatchewan  
Ministry of Highways  
Manager, Saskatchewan Highway Hotline/Emergency Planning Officer  
221 Winnipeg Street North  
Regina, Canada S4R 8T6

Phone: (306) 787-3111

[Lana.eering@gov.sk.ca](mailto:Lana.eering@gov.sk.ca)

[www.saskatchewan.ca/highwayhotline](http://www.saskatchewan.ca/highwayhotline)

### SASKATCHEWAN TRUCKING INQUIRY LINE

For information on truck configurations or related regulations, please contact the Trucking Inquiry Line below:

Location	Contact	Telephone
Provincial Trucking Inquiry Line	Inquiry Line Toll Free Saskatchewan Out of Province	1-866-933-5290 (306) 933-5290

### SGI - PERMIT OFFICE

The Permit Office issues most overweight and over dimensional permits on provincial highways.

**\*\*Note:** Where an over weight load is required to use several provincial highways and/or municipal roads, the Permit Office will issue the permit after consultation with the Ministry and the rural municipalities.

### CONTACTING THE PERMIT OFFICE

Toll free in Saskatchewan	1-800-667-7575
Out of province callers	1-306-775-6969
Fax:	1-306-775-6909





MARCH 11, 2024

**TO:** REEVE AND COUNCIL

**SUBJECT:** ADMINISTRATION

**1. Tax Title Property:**

Tax enforcement procedure to list the Tax Title Properties for sale. Tender close date of April 8, 2024 at 12 Noon.

**Recommendation:** *That the Rural Municipality of Mervin No. 499 requests Administration to advertise the Tax Title Properties for Livelong and Spruce Lake for sale by tender at the March 11, 2024 Regular Council Meeting.*

**2. February 2024 Daily Water Logs:**

Evergreen Acres, Livelong and Spruce Lake Daily Logs submitted. Livelong had a curb stop break on February 10, Cistern was emptied on February 16. Spruce Lake cleaned cisterns on February 13.

**Recommendation:** *That the Rural Municipality of Mervin No. 499 acknowledges the February 2024 Daily Water Logs for Evergreen Acres, Livelong, and Spruce Lake Water Treatment Plants as submitted.*

**3. Kopps Kove, Turtle Lake 2024 Swimming Lessons:**

To ensure proper insurance coverage of the Kopps Kove, Turtle Lake Swimming Lessons scheduled for July 22-26 by Instructor Sadie Taves and August 5-9, 2024 by Instructor Bodicia Laviolette, the RM is required to acknowledge the dates.

**Recommendation:** *That the Rural Municipality of Mervin No. 499 acknowledges that Kopps Kove, Turtle Lake will be offering Swimming Lessons from July 22-26, 2024 with Sadie Taves instructing, and August 5-9, 2024 with Bodicia Laviolette instructing.*

**4. Turtleford Credit Union:**

**Line of Credit** – Every 2 years, Turtleford Credit Union requests for a resolution to support the 1 million Line of Credit.

**Recommendation:** *That the Rural Municipality of Mervin No. 499 Council authorizes the following:*

**“BE IT RESOLVED:**

**1. THAT the Company do borrow from Turtleford Credit Union Limited (hereinafter called the “Credit Union”) the sum of One million 00/100 Dollars, with interest at the rate of P+(0.50) percentum per annum, and that for the purpose of securing payment of the said sum and all interest, do execute and deliver to the credit union the following:**

**(a) Revolving Line of Credit Agreement**

**(b) Specific Security Agreement**

**(c) General Security Agreement**

**Containing such terms and conditions as the credit union may require.**

**2. THAT Shiloh Bronken, as Chief Administrative Officer and Gerry Ritz, as Reeve be and they are hereby authorized to sign and execute the said documents and affix the seal of the Company thereto on behalf of the company.**

**General Chequing Account** – The RM currently has one chequing account which has all the operating/reserve funds combined. The numerous hamlets have inquired about “interest” for their reserve accounts. Currently it would take

excessive resources to go back and determine the actual interest that each hamlet reserve accrued. Going forward, if the RM created a separate general chequing account that had only the hamlet reserves, Administration would be able to apply the interest that is received on a ratio annually.

**Recommendation: That the Rural Municipality of Mervin No. 499 Council requests Administration to open an account for reserve funds.**

**Livelong LADRA** – It has come to the attention of Administration that payments since 2015 were meant to be paid to LADRA, however they were placed in the general reserve account. As this is a historic entry, Administration and Livelong Hamlet Board would like the amount of \$4,717.00 to be moved to the Livelong Playground Reserve.

**Recommendation: That the Rural Municipality of Mervin No. 499 Council approves Administration to transfer \$4,717.00 from the Livelong Reserve Account into the Livelong Playground Reserve.**

**Vantage Enquiry Letter** – Pursuant to the Joint Policy Statement, this is a requirement for confirmation that there are no claims outstanding as of March 6, 2024.

**Recommendation: That the Rural Municipality of Mervin No. 499 Council requests Administration to sign and send the correspondence to MLT Aikins LLP, on behalf of Vantage Chartered Professional Accountants.**

5. **Hamlet Budgets:**

11 out of 18 Hamlet Boards have submitted the 2024 Budgets.

**Recommendation: That the Rural Municipality of Mervin No. 499 Council acknowledges the 2024 Budgets as submitted by the Hamlet Boards; furthermore, that Administration update all databases where this information is required.**

**Hamlet Policies:**

Powm Beach Hamlet has submitted policies as legislatively required.

**Recommendation: That the Rural Municipality of Mervin No. 499 Council acknowledges the Powm Beach Hamlet Policies as submitted by the Hamlet Board.**

**Hamlet Minutes:**

Crystal Bay Sunset and Powm Beach have submitted their Board Meeting Minutes.

**Recommendation: That the Rural Municipality of Mervin No. 499 Council acknowledges the Board Meeting Minutes as submitted by the Hamlet Boards.**

6. **Mail-in Ballot System:**

Request of Division 4 & 5 Councillors to provide information about Mail-in Ballots. In order for a municipality to consider this option, a bylaw is required. The bylaw cannot provide additional time for ballots to be received, set a process to maintain the confidentiality of mail-in ballots, describe how ballots are counted after the close of the polls, allow for candidates/candidate's agents to inspect the forms, and provide details about the retention and destruction. It is also a recommendation that Administration engage with legal before enacting the bylaw. There are additional resources required to complete – administrative and materials.

**Recommendation: That the Rural Municipality of Mervin No. 499 Council requests Administration to draft a bylaw to establish a mail-in ballot voting system.**

## GENERAL UPDATE

- The in-house Audit was completed on March 6, 2024. A number of items were reviewed and administrative practices will be modified going forward in regards to inventory, expense recovery, and financial reporting.
- Hamlet Board Meeting with Ministry of Government Relations was held on March 7, 2024. In-person and virtual attendance to provide information on the questions posed from the Hamlet Boards. Hamlet Board inquired about the Bylaw Enforcement Officer and procedures for complaints, email received on March 8, 2024 that Administration will review and provide feedback. Discussion with Evergreen Acres about the concern raised about boat lifts. Advised the Hamlet Boards, that Council and Administration would like to attend as many AGMs for 2024.
- Tour of Thunderchild First Nation Wellness Centre on March 1, 2024. Deputy Reeve Gord Spencer, Division 5 Councillor Dave Krywchuk, and Chief Administrative Officer attended. Very impressive facility. Soft opening is scheduled for end of March.
- 2024 Hero's of Thunderchild Gala on March 7, 2024 was attended by Deputy Reeve Gord Spencer, Division 5 Councillor Dave Krywchuk and Chief Administrative Officer. Chief Delbert Wapass was honored by receiving the Queen's Jubilee Platinum Award.
- Ministry of Highways Virtual Meeting on March 8, 2024 with Division 5 Councillor Dave Krywchuk, Assistant Deputy Minister Tom Lees and the Regional Executive Director Doug Neis. Topics discussed were the speed limit zone adjacent to the Hamlet of Spruce Lake and Weed Control. There was discussion around private signage, the use of jake brakes, size of current signage. A meeting in the spring of 2024 will be coordinated by the Ministry to discuss communication and go forward for noxious weed control.

## SALE BY TENDER

**Under the Provision of the *Tax Enforcement Act(31)(1)* the Rural Municipality of Mervin No. 499 offers for sale the following property:**

Hamlet of Livelong:

Lot 8 Block 2 Plan AF4248 – 1229 Main Street

Tenders are for property in its current condition. A tender must be marked “**Livelong Property Tender**” and submitted to the RM of Mervin either through email: [rm499@rmofmervin.com](mailto:rm499@rmofmervin.com), dropped off at the office, or regular mail:

Rural Municipality of Mervin No. 499  
Box 130  
Turtleford, SK S0M 2Y0

Tenders must be submitted by **Noon (12:00 p.m.) on April 8<sup>th</sup>, 2024**. The successful bidders will have 30 days to provide the payment in full to complete the purchase.

**Highest, or any tender, not necessarily accepted.**

Dated this 11<sup>th</sup> Day of March 2024.

Shiloh Bronken  
Chief Administrative Officer



## SALE BY TENDER

**Under the Provision of the *Tax Enforcement Act(31)(1)* the Rural Municipality of Mervin No. 499 offers for sale the following property:**

Hamlet of Spruce Lake:

Lot 1 Block 2 Plan Y727 – 1101 Main Street

Lot 2 Block 2 Plan Y727 – 1103 Main Street

**NOTE: Properties in the Hamlet of Spruce Lake that have no previous existing water or sewer connection will not be allowed to connect to the existing hygienic system. Contact the RM Office for further information on these properties listed above at 306-845-2045.**

Tenders are for property in its current condition. A tender must be marked “**Spruce Lake Property Tender**” and submitted to the RM of Mervin either through email: [rm499@rmofmervin.com](mailto:rm499@rmofmervin.com), dropped off at the office, or regular mail:

Rural Municipality of Mervin No. 499  
Box 130  
Turtleford, SK S0M 2Y0

Tenders must be submitted by **Noon (12:00 p.m.) on April 8<sup>th</sup>, 2024**. The successful bidders will have 30 days to provide the payment in full to complete the purchase.

**Highest, or any tender, not necessarily accepted.**

Dated this 11<sup>th</sup> Day of March 2024.

Shiloh Bronken  
Chief Administrative Officer

HAMLET OF SPRUCE LAKE WATER TREATMENT PLANT

DATE: Feb / 2024

Day	IN CL2 Added	OUT CL2 Litres	Used	CHL	CP	Free	Total	Turb.	Initial
1	0954190	9850300	1990		20L	.44	.74		Del
2	0958880	9852390	2490			.46	.76		Del
3	0957460	9854350	1960			.49	.79		Del
4	0959260	9856590	2230			.55	.86		Del
5	0961220	9858990	2410			.72	1.11		Del
6	0963180	9861460	2470	8L		.98	1.39		Del
7	0963870	9862370	910			.91	1.21		Del
8	0964430	9863170	800			.88	1.18		Del
9	0966340	9865460	2290			.81	.99		Del
10	0968210	9867790	2320			.75	.90		Del
11	0970200	9870050	2270		20L	.76	.91		Del
12	0972390	9872810	2760	Water Sample collected		.41	.74		Del
13	0976050	9875380	2570	cleaned		.47	.76		Del
14	0979710	9877880	2500			.57	.80		Del
15	0981120	9879700	1820			.45	.78		Del
16	0982470	9881430	1730			.46	.77		Del
17	0983990	9883260	1830			.43	.75		Del
18	0985630	9885240	1980			.71	1.09		Del
19	0987270	9887310	2070			.89	1.33		Del
20	0989380	9889830	2520			.51	1.18		Del
21	0991560	9892500	2670			.44	1.01		Del
22	0992710	9893830	1330			.41	.99		Del
23	0993630	9895050	1220			.34	.72		Del
24	0996230	9898240	3190			.35	.80		Del
25	0998870	9901510	3270	10L	40L	.36	.82		Del
26	1000280	9903320	1810			.48	.91		Del
27	1001660	9905080	1760			.55	.99		Del
28	1003100	9906740	1660			.98	1.08		Del
29	1005610	9909830	3040			1.13	1.46		Del
30									
31									

\* cleaned cisterns Feb 13/24

Min .34 .74

Max 1.13 1.46





Feb 2019

Date	Turbidity	Total	Free	Iron	Sewage Press	Calibration	mag meter	Remarks
1	0.56	0.42	0.27					pu
2	0.47	0.62	0.25					Bk
3	0.38	0.50	0.14					pu
4	6.35	1.45	0.95					pu
5	0.53	1.42	0.73					pu
6	0.64	1.20	0.64					pu
7	0.85	1.04	0.84					pu
8	0.93	0.81	0.27					Bk
9	0.67	0.70	0.59					pu
10	0.59	0.87	0.71					pu
11	0.61	0.84	0.37					pu
12	0.87	1.61	0.97				0.235	pu
13	0.76	1.25	0.85					pu
14	0.65	1.05	0.31					Bk
15	0.57	1.60	0.29					Bk
16	1.14	2.19	1.83	cistern empty				Bk
17	0.74	2.00	1.64					pu
18	0.43	2.15	1.58					pu
19	0.36	1.58	1.18					pu
20	0.33	1.44	1.26					pu
21	0.38	0.94	0.78					pu
22	0.44	0.70	0.62					pu
23	0.52	0.44	0.36					pu
24	0.51	0.64	0.66					pu
25	0.64	0.36	0.30					pu
26	0.72	0.46	0.35					pu
27	0.64	0.57	0.42					pu
28	0.60	0.84	0.62					pu
29	0.54	1.03	0.80					pu
30								
31								

0.79

Min 0.33 0.36 0.14  
 Max 1.14 2.19 1.83





WATER REPORT

For the water system at Live long

For the month of Feb 24

Water samples were sent on 2, 20, 21~~st~~

Monthly water use total 130240 gallons

Daily average use was 4490 gallons

High usage for the month was 6380 gallons on 25 Feb.

Complaints \_\_\_\_\_

Unusual incidents curb stop break on 10 Feb

Day 11. Reseting in P B W A

- interior line break at Dunsing's house (900 - 2nd ave) on 16 Feb.

P B W A recinded 23 Feb 24

R. Mathus

Water Operator





Feb 24 Live long

Da te	Time	KM nO4 adde d	cl	k m	B wa sh	Dist Meter	Daily	Last Bwash	<del>mp</del>	<del>mp</del>	Initials
						156		91			
1	1630		93	50		83170	14	105			<i>[Signature]</i>
2	1030		91	45	✓	83179	9	—			Bk
3	1400		90	30		83198	19	19			<i>[Signature]</i>
4	1500	100	80	20		83214	16	35			<i>[Signature]</i>
5	1530		78	50		83230	16	51			<i>[Signature]</i>
6	1100		78	50		83240	10	61			<i>[Signature]</i>
7	1430		70	35		83257	17	78			<i>[Signature]</i>
8	1030		70	25	✓	83271	14	—			Bk
9	1500	100	68	20		83291	20	20			<i>[Signature]</i>
10	1600		115	10		83322	31	51			<i>[Signature]</i>
11	10900		115	10		83377	55	106			<i>[Signature]</i>
12	1430		108	30	✓	83406	29	135			<i>[Signature]</i>
13	1530	100	103	60		83420	14	14			<i>[Signature]</i>
14	1330		100	50		83436	16	30			<i>[Signature]</i>
15	1100		98	45		83450	14	44			Bk
16	1130		90	30		83520	70	114			<i>[Signature]</i>
17	1500	100	82	20	✓	83537	17	131			<i>[Signature]</i>
18	1430		80	56		83351	14	14			<i>[Signature]</i>
19	1500		77	40		83373	22	36			<i>[Signature]</i>
20	1330		74	33		83391	08	54			<i>[Signature]</i>
21	1400		76	23		83416	25	79			<i>[Signature]</i>
22	0930	100	75	15		83428	12	91			<i>[Signature]</i>
23	1600		75	60		83443	15	106			<i>[Signature]</i>
24	1030		72	45		83633	12	118			<i>[Signature]</i>
25	1100		71	31	✓	83684	29	147			<i>[Signature]</i>
26	1600	100	122	28		83702	18	18			<i>[Signature]</i>
27	1530		119	52		83717	15	33			<i>[Signature]</i>
28	1730		119	40		83735	18	51			<i>[Signature]</i>
29	1700		110	38		83748	13	64			<i>[Signature]</i>
30											
31											

57 1/2 @ 6:30 53 @ 9am  
 57 @ 9 PM





# Feb 6 Bestgreen Acres

Time	Date	Old well #1 (0)	New well #2 (0)	k m	cl	Dist meter	Back wash	daily	Turb	Total	Free	c5	Initials
		302	845			653	608						del
1700	1	331531	652891	54	71	63662	2321	9	0.24	0.84	0.64	-	me
1000	2	331609	652924	50	71	63666	2321	4	0.15	0.81	0.50	-	BR
1430	3	331756	652974	50	70	63675	2321	9	0.26	0.86	0.55	-	me 20.5
1430	4	331870	653011	50	70	63682	2321	7	0.20	0.77	0.52	-	me
1500	5	331987	653048	50	70	63689	2321	7	0.22	0.70	0.51	-	me
1200	6	332061	653072	50	70	63694	2321	5	0.25	0.65	0.72	-	me
1330	7	332173	653107	50	69	63701	2321	7	0.19	1.18	0.86	-	me
1000	8	332285	653145	50	68	63707	2321	6	0.23	1.29	0.95	-	BR
1430	9	332400	653182	50	68	63714	2321	7	0.18	1.26	0.83	-	me
1600	10	332555	653228	50	67	63722	2321	8	0.12	1.33	0.89	-	me
0830	11	332677	653255	50	66	63728	2321	6	0.10	1.27	0.97	-	me 20.4
1430	12	332799	653308	50	64	63738	2321	10	0.13	1.26	0.96	-	me
1500	13	332906	653343	50	62	63744	2321	6	0.17	1.22	0.88	-	me
1400	14	332929	653419	48	61	63750	2321	6	0.16	0.97	0.67	-	me
1030	15	333101	653402	46	60	63755	2321	5	0.26	1.18	0.81	-	BR
1500	16	333262	653415	46	60	63764	2321	9	0.22	1.62	1.28	-	me
1430	17	333446	653502	46	59	63776	2321	12	0.22	1.26	0.87	-	me 20.3
1500	18	333661	653577	46	59	63788	2321	12	0.23	1.14	0.83	-	me
1430	19	334008	653698	46	56	63804	2321	16	0.24	1.28	0.98	-	me
1530	20	334197	653774	45	52	63816	2321	12	0.22	1.02	0.78	-	me
1300	21	334381	653831	45	50	63825	2321	9	0.18	1.00	0.54	-	me
0930	22	334600	653873	45	50	63833	2321	8	0.24	1.04	0.70	-	me
1530	23	334710	653945	45	48	63845	2321	12	0.18	0.97	0.47	-	me
1000	24	334785	653971	44	47	63851	2321	6	0.20	0.93	0.55	-	me
1100	25	334938	654029	44	43	63860	2321	9	0.21	1.23	0.93	-	me 20.8
1630	26	335085	654083	44	41	63869	2321	9	0.22	1.39	0.97	-	me
1430	27	335202	654121	43	40	63875	2321	6	0.14	1.31	0.89	-	me
1730	28	335310	654156	43	40	63882	2321	7	0.13	1.31	0.91	-	me
1700	29	335421	654195	42	39	63889	2321	7	0.21	1.31	0.87	-	me
	30								Min	0.10	0.70	0.50	
	31								Max	0.27	1.62	1.28	





WATER REPORT

For the water system at Evergreen Acres

For the month of Feb 24

Water samples were sent on 2 Feb

Monthly water use total 51920 gallons

Daily average use was 1790 gallons

High usage for the month was 3520 gallons on 19 Feb 24

Complaints \_\_\_\_\_

Unusual incidents \_\_\_\_\_

Comments \_\_\_\_\_

R. Matthews

Water Operator



Swimming Lesson Information for the Hamlet of: Kopps Cove

Instructor Name: Sadie Taves

Instructor Phone Number: 1639 844 7454

Please either attach instructors certificate or have instructor send in certification as soon as possible.

Date of lessons:

July 22nd - 26<sup>th</sup>

Location of Lessons: Kopps Cove Beach

Any additional information you wish to include:

Also

Instructor Bodicia Laviolette

# 1 366 845 6310

Aug 5<sup>th</sup> - 9<sup>th</sup>

@ Kopp Cove Beach

**Shiloh Bronken**

---

**From:** Ian Heggstrom <Ian.Heggstrom@turtlefordcu.ca>  
**Sent:** February 29, 2024 12:55 PM  
**To:** Shiloh Bronken  
**Subject:** RE: R.M. meeting follow-up

You don't often get email from [ian.heggstrom@turtlefordcu.ca](mailto:ian.heggstrom@turtlefordcu.ca). [Learn why this is important](#)

Hello (last time today, I think).

Everything has been processed as requested. To summarize:

- IBC account now at 2.50%
- Term #833920119439 created, \$4,366,000, 2 year term, 5.25%
  - Prior deposit #833920081548 redeemed and rolled over into this new deposit.
- Term #833920119421 created, \$1,600,000, 1 year term, 5.25%
  - Funds debited from main RM account.
- Term #833920119447 created, 2,000,000, 2 year term, 5.25%
  - Funds debited from main RM account.

As mentioned, I will drop off some paperwork that you and Gerry can sign sometime, for both our files, but I thought a summary email would not hurt.

Thanks for your time, and your continued business!

*Ian Heggstrom*

**General Manager**

Ph: (306) 845-2105

Fx: (306) 845-3035

<https://www.turtlefordcu.ca>



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---

**From:** Shiloh Bronken <cao@rmofmervin.com>  
**Sent:** Thursday, February 29, 2024 10:20 AM  
**To:** Ian Heggstrom <Ian.Heggstrom@turtlefordcu.ca>  
**Subject:** Re: R.M. meeting follow-up

Hi.

Yes the interest into the main account for the RM for both



Get [Outlook for iOS](#)

---

**From:** Ian Heggstrom <Ian.Heggstrom@turtlefordcu.ca>  
**Sent:** Thursday, February 29, 2024 10:08:14 AM  
**To:** Shiloh Bronken <cao@rmofmervin.com>  
**Subject:** RE: R.M. meeting follow-up

You don't often get email from ian.heggstrom@turtlefordcu.ca. [Learn why this is important](#)

Hi Shiloh,

At the risk of being redundant, I wanted to double-check a couple of things:

1. Would I be correct in thinking that all three term deposits should be set up so that the interest on them pays to the main RM account each year? That is, none of them are to be compounding?
2. Would I be correct in thinking that when we redeem and reinvest the existing term deposit, that you would like the accrued interest on it paid to the main RM account? OR, as a one-off, would you like that added to the balance outstanding for the new term? That amount is \$48,998.17 at present.

Apologies if this seems obvious, just want to make sure we get it right.

*Ian*

---

**From:** Ian Heggstrom  
**Sent:** Thursday, February 29, 2024 9:05 AM  
**To:** 'Shiloh Bronken' <cao@rmofmervin.com>  
**Cc:** Shelly Tucker <Shelly.Tucker@turtlefordcu.ca>  
**Subject:** RE: R.M. meeting follow-up

Good morning Shiloh,

That sounds good. I will bring some paperwork over sometime today that you and Gerry (or whoever can co-sign if he is away) can sign, but that can wait until your next Council meeting. We will set things up as discussed today, so you start March where you want to be – the paperwork can follow.

*Ian*

---

**From:** Shiloh Bronken <cao@rmofmervin.com>  
**Sent:** Thursday, February 29, 2024 8:11 AM  
**To:** Ian Heggstrom <Ian.Heggstrom@turtlefordcu.ca>  
**Subject:** RE: R.M. meeting follow-up

Good morning, Ian.

Let's do an annual payout for the 2-Year Terms.

Shiloh 😊

---

**From:** Ian Heggstrom <Ian.Heggstrom@turtlefordcu.ca>  
**Sent:** February 28, 2024 3:34 PM  
**To:** Shiloh Bronken <cao@rmofmervin.com>  
**Subject:** RE: R.M. meeting follow-up

You don't often get email from [ian.heggstrom@turtlefordcu.ca](mailto:ian.heggstrom@turtlefordcu.ca). [Learn why this is important](#)

It would be an annual payment on the anniversary date.

*Ian*

---

**From:** Shiloh Bronken <[cao@rmofmervin.com](mailto:cao@rmofmervin.com)>  
**Sent:** Wednesday, February 28, 2024 3:14 PM  
**To:** Ian Heggstrom <[Ian.Heggstrom@turtlefordcu.ca](mailto:Ian.Heggstrom@turtlefordcu.ca)>  
**Subject:** RE: R.M. meeting follow-up

Would the interest if paid to the chequing account be annually or monthly?  
 SB

---

**From:** Ian Heggstrom <[Ian.Heggstrom@turtlefordcu.ca](mailto:Ian.Heggstrom@turtlefordcu.ca)>  
**Sent:** February 28, 2024 2:55 PM  
**To:** Shiloh Bronken <[cao@rmofmervin.com](mailto:cao@rmofmervin.com)>  
**Subject:** RE: R.M. meeting follow-up

You don't often get email from [ian.heggstrom@turtlefordcu.ca](mailto:ian.heggstrom@turtlefordcu.ca). [Learn why this is important](#)

Hi Shiloh,

I have a question as regards the term deposits. I believe the RM has in the past had terms that compound (ie: interest is paid to the term upon maturity), and terms that have seen the interest paid to the chequing account. Which would be your preference with the three term deposits?

*Ian*

---

**From:** Ian Heggstrom  
**Sent:** Wednesday, February 28, 2024 1:27 PM  
**To:** Shiloh Bronken <[cao@rmofmervin.com](mailto:cao@rmofmervin.com)>  
**Subject:** RE: R.M. meeting follow-up

Good afternoon Shiloh,

I am letting you know that I received your email, and we will put together applicable paperwork to make this happen. We will work to have that happen by the end of day tomorrow, so that you can have a 'clean' month-end statement from which to start things in March as outlined.

Regards,

*Ian*

---

**From:** Shiloh Bronken <[cao@rmofmervin.com](mailto:cao@rmofmervin.com)>  
**Sent:** Wednesday, February 28, 2024 1:12 PM  
**To:** Ian Heggstrom <[Ian.Heggstrom@turtlefordcu.ca](mailto:Ian.Heggstrom@turtlefordcu.ca)>  
**Subject:** RE: R.M. meeting follow-up

Good day, Ian.  
 Council has reviewed the information at our meeting yesterday.  
 They would like to proceed as follows:

1. Option #1 for the IBC
2. Reinvest the current 5-Year Term into a 2-Year Term at 5.25%
3. Invest \$2.0M (currently in chequing) into a 2-Year Term at 5.25%
4. Invest \$1.6M (currently in chequing) into a 1-Year Term at 5.25%

Should you need anything from me, please reach out.

Have a great day.

Shiloh

**From:** Ian Heggstrom <[ian.heggstrom@turtlefordcu.ca](mailto:ian.heggstrom@turtlefordcu.ca)>

**Sent:** February 21, 2024 8:34 AM

**To:** Shiloh Bronken <[cao@rmofmervin.com](mailto:cao@rmofmervin.com)>

**Subject:** RE: R.M. meeting follow-up

You don't often get email from [ian.heggstrom@turtlefordcu.ca](mailto:ian.heggstrom@turtlefordcu.ca). [Learn why this is important](#)

Good morning Shiloh,

My apologies on the delay in responding to your question, I was busy last week, and out of the office yesterday.

I have reviewed the rates/offering from the fall, and yes, we can still commit to what was offered at that time. As you may know, I had reviewed them at a Council meeting last fall, so in the event you/Council wishes to proceed with any of those, it would be as easy as your letting me know which you wish to pursue. I can then provide an updated agreement to that effect for you to review and sign.

Should you wish to get together to chat further about this, please do not hesitate to let me know.

Have a great day,

*Ian Heggstrom*

**General Manager**

Ph: (306) 845-2105

Fx: (306) 845-3035

<https://www.turtlefordcu.ca>



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**From:** Shiloh Bronken <[cao@rmofmervin.com](mailto:cao@rmofmervin.com)>

**Sent:** Wednesday, February 14, 2024 12:25 PM

**To:** Ian Heggstrom <[ian.heggstrom@turtlefordcu.ca](mailto:ian.heggstrom@turtlefordcu.ca)>

**Subject:** RE: R.M. meeting follow-up

Good day, Ian.

I am following up with this email and would like to inquire if the rates are still applicable.

Should Council wish to proceed with any of the Options, what would the next steps be?



Thank you in advance.

**Shiloh Bronken R.M.A., CAMP**

Chief Administrative Officer  
Rural Municipality of Mervin No. 499  
Box 130, Turtleford, Sask., S0M 2Y0  
Ph: (306) 845-2045  
Fx: (306) 845-2950



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---

**From:** Ian Heggstrom <[Ian.Heggstrom@turtlefordcu.ca](mailto:Ian.Heggstrom@turtlefordcu.ca)>

**Sent:** October 30, 2023 3:20 PM

**To:** Brenda Ottenbreit <[cao@rmofmervin.com](mailto:cao@rmofmervin.com)>

**Subject:** RE: R.M. meeting follow-up

Hi Janessa,

As discussed, here is the email again that I had sent Brenda. As mentioned, at this time the accounts are just 'status quo', with the agreement from September 2022 – which is good for the Credit Union, but not so good for the RM. I wanted to make sure you were aware of that, in case Council wanted to consider any decision – or even interim decision – prior to budget being finalized.

I will leave it at that, happy to answer any questions you might have, but again, will let the status quo continue for now.

Have a great day,

*Ian*

---

**From:** Ian Heggstrom

**Sent:** Friday, September 29, 2023 8:53 AM

**To:** 'Brenda Ottenbreit' <[cao@rmofmervin.com](mailto:cao@rmofmervin.com)>

**Subject:** R.M. meeting follow-up

Good morning Brenda,

Thank you for the opportunity to meet with yourself and Council this past Tuesday. As promised at that time, I am reaching out today with some options for your consideration. I think that these would represent a reasonable

recognition of changes in the environment over the past several months, and would allow you to consider what might best suit your needs, regarding the operation of an interest-bearing chequing (IBC) account, and/or term offerings.

- IBC Option #1. Maintain a flat rate, but increase it to reflect changes to Prime over the recent past. In reviewing how much Prime has changed, and where the market is today, for a Demand account like IBC, we could offer a flat rate of 2.50%.
- IBC Option #2. Instead of a flat rate, we could shift to Prime less a set amount. Again, this being a Demand account, that could be set at Prime less 4.00% - today that would equate to 3.20%. That is obviously a little higher than the proposed flat rate, however does include the risk of Prime decreasing.
- Term deposit rates. In recognition of the RM locking in amounts in excess of \$1 million, we would offer a premium over our posted rates, as follows:

Length	Posted Rate	Preferred Rate
1 Year	4.75%	5.25%
2 Years	4.65%	5.25%
3 Years	4.55%	5.05%
4 Years	4.40%	4.90%
5 Years	4.35%	4.85%

○

It would be my thinking that, depending on your evaluation as to your needs, you could select either Option #1 or #2 for the IBC side of things, and utilize term deposits as needed in combination with that. Also, as the maturity date of your current term deposit is in May 2024, should we arrive at a mutually agreeable point, we would be willing to grant the early redemption/reinvestment of that term deposit, that you might align it with the new rates outlined.

Should you have any questions, or wish any clarification, on any of these points, please let me know. Also, should you wish me to arrange to attend your next Council meeting to review anything provided, or answer any other questions, just let me know.

The Credit Union and the RM have enjoyed a mutually beneficial relationship going back decades, both focused on the local communities, and I would hope that can be continued to everyone's benefit going forward.

Thank you, and have a good day.

Regards,

*Ian Heggstrom*

**General Manager**

Ph: (306) 845-2105

Fx: (306) 845-3035

<https://www.turtlefordcu.ca>



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**Vantage**  
CHARTERED PROFESSIONAL ACCOUNTANTS

PARTNERS  
Derek Sieben, CPA, CA \*  
Stephen Mann, CPA, CA \*  
\*Denotes Professional Corporation

OUR FILE NUMBER: 6977

March 6, 2024

Rural Municipality of Mervin No. 499  
Box 130  
TURTLEFORD, SK S0M 2Y0

Attention of Shiloh Bronken, Administrator

Dear Madam:

Please sign the enclosed "enquiry letter" where indicated and forward directly to your lawyer in the envelope provided.

The second copy is for your file.

Yours truly,

Derek Sieben, CPA, CA  
Partner

DS:ds

Enclosure



*Rural Municipality of Mervin No. 499*

BOX 130,  
TURTLEFORD, SASK.  
S0M 2Y0  
PHONE 845-2045

March 6, 2024

MLT Aikins LLP  
1500 Hill Center 1  
1874 Scarth Street  
REGINA, SK S4P 4E9

Attention of Milad Alishahi

Dear Sir/Madam:

We write this letter to you at the request of our auditors, pursuant to the Joint Policy Statement, effective December 1, 2016, between the Canadian Bar Association and the Auditing and Assurance Standards Board.

In connection with the preparation and audit of financial statements of Rural Municipality of Mervin No. 499 for the fiscal period ended December 31, 2023, we seek your confirmation that there are no claims on which your firm has represented or advised the following:

- Rural Municipality of Mervin No. 499

Please provide us, and our auditors, with your acknowledgment of receipt of this enquiry letter.

Based on an examination of your records, we seek your confirmation, that there are no claims that are outstanding as of March 6, 2024.

If there are outstanding claims, we ask that you indicate in the response letter the names of the parties and the amount claimed.

We would appreciate a response on or before March 20, 2024.

If you are unable to meet the response date, please advise us and our auditors as soon as practicable.

Please address your reply, marked "Privileged and Confidential", to Rural Municipality of Mervin No. 499, and send a signed copy of your reply directly to our auditors, Vantage Chartered Professional Accountants, Box 970, North Battleford, Saskatchewan, S9A 3V4.

We have authorized our auditors to request, if they deem necessary, an updated response letter with a new effective date of response.

Yours truly,

Shiloh Bronken  
Administrator

cc Vantage Chartered Professional Accountants

# HAMLET BUDGET

## HAMLET OF CRYSTAL BAY/SUNSET

HAMLET RESERVE AT DECEMBER 31, 2023

227,356.96

Road Reserve	26,250.00
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**REVENUES:**

**BUDGET**

Organized Hamlet Grant	6869.00	
Municipal Tax Share (40%)	52099.60	
Utility Revenue:		
Other: Swim Club	200.00	
<b>Subtotal Current Revenue</b>	<b>59168.60</b>	
<b>TOTAL RESERVE PLUS CURRENT REVENUES:</b>	<b>286,525.56</b>	

**EXPENDITURES:**

General Government	Administration	800.00	
	Insurance	100.00	
	Other	500.00	
	<b>General Government Subtotal</b>	<b>1400.00</b>	
Protective Services	Emergency Supplies		
	<b>Protective Services Subtotal</b>	<b>0.00</b>	
Transportation	Hamlet Maintenance	15000.00	
	Equipment	5000.00	
	Power		
	Signs		
	Grading/Plowing	5000.00	
	Gravel/Dust Control	7000.00	
	<b>Transportation Subtotal</b>	<b>32000.00</b>	
Environmental	Sewer & Water		
	Waste Disposal, Pumpouts	200.00	
	Garbage Pickup		
	Other	500.00	
	<b>Environmental Subtotal</b>	<b>700.00</b>	
Recreation	Equipment, Playground, Boat Launch, Dock		
	Other		
	<b>Recreation Subtotal</b>	<b>0.00</b>	
Utility	Water Operator, Power, Lab Tests		
	Other EX: Donation to PUB	5000.00	
	<b>Utility Subtotal</b>	<b>5000.00</b>	
<b>TOTAL EXPENDITURES:</b>		<b>39100.00</b>	
<b>YEAR END BALANCE (Reserve + Rev. - Exp.)</b>		<b>247,425.56</b>	

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Hamlet Board Representative Signature



# HAMLET BUDGET

## HAMLET OF EASTVIEW

HAMLET RESERVE AT DECEMBER 31, 2023

7,717.42

Fire Reserve

4,000.00

**REVENUES:**

**BUDGET**

Municipal Tax Share (25%)	5794.86	
Other:		
<b>Subtotal Current Revenue</b>	5794.86	
<b>TOTAL RESERVE PLUS CURRENT REVENUES:</b>	13,512.28	0.00

**EXPENDITURES:**

General Government	Administration				
	Insurance	50			
	Other				
	<b>General Government Subtotal</b>	50			0
Protective Services	Fire Equipment				
	Other: Transfer to Reserve	4400			
	<b>Protective Services Subtotal</b>	4400			0
Transportation	Hamlet Maintenance	4500			
	Equipment	1000			
	Power				
	Signs				
	Grading/Plowing	250			
	Gravel/Dust Control	250			
	<b>Transportation Subtotal</b>	6000			0
Environmental	Sewer & Water				
	Waste Disposal, Pumpouts				
	Garbage Pickup	240			
	Other				
	<b>Environmental Subtotal</b>	240			0
Recreation	Equipment, Playground, Boat Launch, Dock				
	Other				
	<b>Recreation Subtotal</b>	0			0
<b>TOTAL EXPENDITURES:</b>		10690			0
<b>YEAR END BALANCE (Reserve + Rev. - Exp.)</b>		2,822.28			0.00

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Hamlet Board Representative Signature

# HAMLET BUDGET

## HAMLET OF EVERGREEN BEACH BRIGHT SAND

HAMLET RESERVE AT DECEMBER 31, 2023

152,471.13

**REVENUES:**

**BUDGET**

Organized Hamlet Grant	8,898.00	
Municipal Tax Share (40%)	57,073.34	
Other:	0.00	
<b>Subtotal Current Revenue</b>	<b>65,971.34</b>	<b>0.00</b>
<b>TOTAL RESERVE PLUS CURRENT REVENUES:</b>	<b>218,442.47</b>	<b>0.00</b>

**EXPENDITURES:**

	Administration	3,000.00	
	Insurance		
	Other- Membership/legal	1,500.00	
	<b>General Government Subtotal</b>	<b>4,500.00</b>	<b>0</b>
Protective Services	Fire Equipment/Security	4,500.00	
	<b>Protective Services Subtotal</b>	<b>4,500.00</b>	<b>0</b>
Transportation	Hamlet Maintenance	3,000.00	
	Equipment		
	Power		
	Signs		
	Grading/Plowing	12,000.00	
	Gravel/Dust Control	5,500.00	
	<b>Transportation Subtotal</b>	<b>20,500.00</b>	<b>0</b>
Environmental	Sewer & Water		
	Waste Disposal & Pumpouts	35,000.00	
	Garbage Pickup		
	Other		
	<b>Environmental Subtotal</b>	<b>35,000.00</b>	<b>0</b>
Recreation	Equipment, Playground, Boat Launch, Dock	1,000.00	
	Other		
	<b>Recreation Subtotal</b>	<b>1,000.00</b>	<b>0</b>
<b>TOTAL EXPENDITURES:</b>		<b>65,500.00</b>	<b>0</b>
<b>YEAR END BALANCE (Reserve + Rev. - Exp.)</b>		<b>152,942.47</b>	<b>0.00</b>

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Hamlet Board Representative Signature

# HAMLET BUDGET

## HAMLET OF HORSESHOE BAY

HAMLET RESERVE AT DECEMBER 31, 2023

146,828.92

### REVENUES:

	BUDGET	
Organized Hamlet Grant	14,262.00	
Municipal Tax Share (40%)	84,090.74	
Utility Revenue:		
Sask. Lotteries Grant	250.00	
Other: Marina Fees	2,000.00	
<b>Subtotal Current Revenue</b>	100,602.74	0.00
<b>TOTAL RESERVE PLUS CURRENT REVENUES:</b>	247,431.66	0.00

### EXPENDITURES:

General Government	Administration	2,750.00	
	Insurance	900.00	
	Other	700.00	
	<b>General Government Subtotal</b>	4,350.00	0
Protective Services	Fire Equipment	2,000.00	
	<b>Protective Services Subtotal</b>	2,000.00	0
Transportation	Hamlet Maintenance	35,000.00	
	Equipment	30,000.00	
	Power	6,000.00	
	Signs	2,500.00	
	Grading/Plowing	5,000.00	
	Gravel/Dust Control	12,000.00	
	<b>Transportation Subtotal</b>	90,500.00	0
Environmental	Sewer & Water: poss move bathroom	10,000.00	
	Waste Disposal & Pumpouts	200.00	
	Garbage Pickup	14,000.00	
	Other: Garbage Tags for Residents	10,000.00	
<b>Environmental Subtotal</b>	34,200.00	0	
Recreation	Equipment, Playground, Boat Launch, Dock	6,000.00	
	Other	6,000.00	
	<b>Recreation Subtotal</b>	12,000.00	0
<b>TOTAL EXPENDITURES:</b>	143,050.00	0	
<b>YEAR END BALANCE (Reserve + Rev. - Exp.)</b>	104,381.66	0.00	

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 Hamlet Board Representative Signature



# HAMLET BUDGET

## HAMLET OF KOPPS KOVE

HAMLET RESERVE AT DECEMBER 31, 2023

183,095.67

Road Reserve

18,750.00

### REVENUES:

#### BUDGET

Organized Hamlet Grant	9,188.00	
Municipal Tax Share (40%)	43,420.16	
Utility Revenue:		
Other:		
<b>Subtotal Current Revenue</b>	52,608.16	0.00
TOTAL RESERVE PLUS CURRENT REVENUES:	235,703.83	0.00

### EXPENDITURES:

General Government	Administration	500.00	
	Insurance	500.00	
	Other		
	<b>General Government Subtotal</b>	1,000.00	0.00
Protective Services	Fire Equipment		
	<b>Protective Services Subtotal</b>	0.00	0.00
Transportation	Hamlet Maintenance	8,000.00	
	Equipment	3,000.00	
	Power	1,200.00	
	Signs		
	Grading/Plowing	9,000.00	
	Gravel/Dust Control	4,000.00	
	Other: Transfer to Reserve		
	<b>Transportation Subtotal</b>	25,200.00	0.00
Environmental	Sewer & Water	1,000.00	
	Waste Disposal, Pumpouts		
	Garbage Pickup	9,000.00	
	Other	2,000.00	
<b>Environmental Subtotal</b>	12,000.00	0.00	
Recreation	Equipment, Playground, Boat Launch, Dock	5,000.00	
	Other		
	<b>Recreation Subtotal</b>	5,000.00	0.00
TOTAL EXPENDITURES:	43,200.00	0.00	
YEAR END BALANCE (Reserve + Rev. - Exp.)	192,503.83	0.00	

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 Hamlet Board Representative Signature

# HAMLET BUDGET

## HAMLET OF MOWERY

HAMLET RESERVE AT DECEMBER 31, 2023

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 27,602.79
 

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**REVENUES:****BUDGET**

Organized Hamlet Grant	2,665.00	
Municipal Tax Share (40%)	14,793.66	
Other:		
<b>Subtotal Current Revenue</b>	17,458.66	0.00
<b>TOTAL RESERVE PLUS CURRENT REVENUES:</b>	45,061.45	0.00

**EXPENDITURES:**

General Government	Administration	400.00	
	Insurance	500.00	
	Other	60.00	
	<b>General Government Subtotal</b>	960.00	0.00
Protective Services	Fire Equipment	500.00	
	<b>Protective Services Subtotal</b>	500.00	0.00
Transportation	Hamlet Maintenance	500.00	
	Equipment	1,500.00	
	Power	2,000.00	
	Signs		
	Grading/Plowing	2,250.00	
	Gravel/Dust Control	5,000.00	
	<b>Transportation Subtotal</b>	11,250.00	0.00
Environmental	Sewer & Water	6,000.00	
	Waste Disposal, Pumpouts		
	Garbage Pickup		
	Other	100.00	
	<b>Environmental Subtotal</b>	6,100.00	0.00
Recreation	Equipment, Playground, Boat Launch, Dock	200.00	
	Other	650.00	
	<b>Recreation Subtotal</b>	850.00	0.00
<b>TOTAL EXPENDITURES:</b>		19,660.00	0.00
<b>YEAR END BALANCE (Reserve + Rev. - Exp.)</b>		25,401.45	0.00

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 Hamlet Board Representative Signature

# HAMLET BUDGET

## HAMLET OF PARKLAND

HAMLET RESERVE AT DECEMBER 31, 2023

109,394.24

Road Reserve

15,050.00

**REVENUES:**

### BUDGET

Organized Hamlet Grant	5,129.00	
Municipal Tax Share (40%)	31,429.53	
Sask. Lotteries Grant	250.00	
Other: Donation from ASPN	200.00	
<b>Subtotal Current Revenue</b>	<b>37,008.53</b>	<b>0.00</b>
<b>TOTAL RESERVE PLUS CURRENT REVENUES:</b>	<b>146,402.77</b>	<b>0.00</b>

**EXPENDITURES:**

General Government	Administration	450.00	
	Board Member Honorarium (\$500 ea)	1,500.00	
	Insurance (Gargage)		
	Other (Convention & Parcs)	650.00	
	<b>General Government Subtotal</b>	<b>2,600.00</b>	<b>0.00</b>
Protective Services	Fire Equipment	500.00	
	<b>Protective Services Subtotal</b>	<b>500.00</b>	<b>0.00</b>
Transportation	Hamlet Maintenance	2,000.00	
	Equipment	1,000.00	
	Power	1,900.00	
	Signs	200.00	
	Hamlet Garage (Building) & Insurance	1,500.00	
	Grading/Plowing	1,000.00	
	Gravel/Dust Control	5,000.00	
	Other: Transfer to Reserve	3,500.00	
	<b>Transportation Subtotal</b>	<b>16,100.00</b>	<b>0.00</b>
	Environmental	Sewer & Water - Pump-outs	9,500.00
Garbage Pickup - WYWRA		2,900.00	
Other (Grass Cutting)		2,000.00	
<b>Environmental Subtotal</b>		<b>14,400.00</b>	<b>0.00</b>
Recreation	Equipment, Playground, Boat Launch, Dock	1,000.00	
	Other	200.00	
	<b>Recreation Subtotal</b>	<b>1,200.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES:</b>		<b>34,800.00</b>	<b>0.00</b>
<b>YEAR END BALANCE (Reserve + Rev. - Exp.)</b>		<b>111,602.77</b>	<b>0.00</b>

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 Hamlet Board Representative Signature



# HAMLET BUDGET

## HAMLET OF POWM BEACH

HAMLET RESERVE AT DECEMBER 31, 2023

51,316.52

### REVENUES:

#### BUDGET

Organized Hamlet Grant	9,768.00	
Municipal Tax Share (40%)	53,708.88	
Other:		
<b>Subtotal Current Revenue</b>	63,476.88	0.00
<b>TOTAL RESERVE PLUS CURRENT REVENUES:</b>	114,793.40	0.00

### EXPENDITURES:

General Government	Administration	3,600.00	
	Insurance	1,000.00	
	Other		
	<b>General Government Subtotal</b>	4,600.00	0.00
Protective Services	Fire Equipment	1,000.00	
	<b>Protective Services Subtotal</b>	1,000.00	0.00
Transportation	Hamlet Maintenance	10,000.00	
	Equipment	2,500.00	
	Power	6,000.00	
	Energy	1,000.00	
	Grading/Plowing	10,000.00	
	Gravel/Dust Control	5,000.00	
	<b>Transportation Subtotal</b>	34,500.00	0.00
Environmental	Sewer & Water	1,000.00	
	Waste Disposal, Pumpouts	1,000.00	
	Garbage Pickup	8,000.00	
	Other	1,000.00	
	<b>Environmental Subtotal</b>	11,000.00	0.00
Recreation	Equipment, Playground, Boat Launch, Dock	2,500.00	
	Other	54,000.00	
	<b>Recreation Subtotal</b>	56,500.00	0.00
<b>TOTAL EXPENDITURES:</b>		107,600.00	0.00
<b>YEAR END BALANCE (Reserve + Rev. - Exp.)</b>		7,193.40	0.00

Hamlet Board Representative Signature

# HAMLET BUDGET

## HAMLET OF SANDY POINT

HAMLET RESERVE AT DECEMBER 31, 2023

51,641.29

Drainage Reserve

18,578.83

### REVENUES:

#### BUDGET

Municipal Tax Share (25%)	18,398.22	
Other:		
<b>Subtotal Current Revenue</b>	18,398.22	0.00
<b>TOTAL RESERVE PLUS CURRENT REVENUES:</b>	70,039.51	0.00

### EXPENDITURES:

General Government	Administration		
	Insurance		
	Other	250.00	
	<b>General Government Subtotal</b>	250.00	0.00
Protective Services	Fire Equipment	2,000.00	
	<b>Protective Services Subtotal</b>	2,000.00	0.00
Transportation	Hamlet Maintenance	14,500.00	
	Drainage Savings	3,679.65	
	Power		
	Signs	500.00	
	Grading/Plowing	1,000.00	
	Gravel/Dust Control	3,000.00	
	<b>Transportation Subtotal</b>	22,679.65	0.00
	Environmental	Sewer & Water	
Waste Disposal, Pumpouts			
Garbage Pickup			
Other			
<b>Environmental Subtotal</b>		0.00	
Recreation	Equipment, Playground, Boat Launch, Dock	2,000.00	
	Other: Beach Access/Staging Area/Walkways	2,500.00	
	<b>Recreation Subtotal</b>	4,500.00	0.00
<b>TOTAL EXPENDITURES:</b>	29,429.65	0.00	
<b>YEAR END BALANCE (Reserve + Rev. - Exp.)</b>	40,609.86	0.00	

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Hamlet Board Representative Signature

# HAMLET BUDGET

## HAMLET OF SUNNY ACRES

HAMLET RESERVE AT DECEMBER 31, 2023

36,922.52

Rec Reserve

10,000.00

### REVENUES:

#### BUDGET

Municipal Tax Share (25%)	4,959.91	
Other:		
<b>Subtotal Current Revenue</b>	4,959.91	0.00
<b>TOTAL RESERVE PLUS CURRENT REVENUES:</b>	41,882.43	0.00

### EXPENDITURES:

General Government	Administration		
	Insurance		
	Other		
	<b>General Government Subtotal</b>	0.00	0.00
Protective Services	Fire Equipment		
	<b>Protective Services Subtotal</b>	0.00	0.00
Transportation	Hamlet Maintenance	500.00	
	Equipment		
	Power		
	Signs		
	Grading/Plowing		
	Gravel/Dust Control		
	<b>Transportation Subtotal</b>	500.00	0.00
	Environmental	Sewer & Water	
Waste Disposal, Pumpouts		2,000.00	
Garbage Pickup		225.00	
Other			
<b>Environmental Subtotal</b>		2,225.00	0.00
Recreation	Equipment, Playground, Boat Launch, Dock		
	Other: Beach Access	3,000.00	
	<b>Recreation Subtotal</b>	3,000.00	0.00
<b>TOTAL EXPENDITURES:</b>	5,725.00	0.00	
<b>YEAR END BALANCE (Reserve + Rev. - Exp.)</b>	36,157.43	0.00	

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Hamlet Board Representative Signature



# HAMLET BUDGET

## HAMLET OF TURTLE LAKE SOUTH BAY

HAMLET RESERVE AT DECEMBER 31, 2023

83,650.55

Fire Reserve

5,000.00

**REVENUES:****BUDGET**

Organized Hamlet Grant	10,058.00	
Municipal Tax Share (40%)	62,201.00	
Utility Revenue:		
Other: Storage & Donations	7,552.12	
<b>Subtotal Current Revenue</b>	<b>79,811.12</b>	<b>0.00</b>
<b>TOTAL RESERVE PLUS CURRENT REVENUES:</b>	<b>163,461.67</b>	<b>0.00</b>

**EXPENDITURES:**

General Government	Administration	350.00	
	Insurance	425.00	
	Other: Website, Hall Rental, Memberships, Donations	1,850.00	
	<b>General Government Subtotal</b>	<b>2,625.00</b>	<b>0.00</b>
Protective Services	Fire Equipment	500.00	
	Other: Transfer to Reserve		
	<b>Protective Services Subtotal</b>	<b>500.00</b>	<b>0.00</b>
Transportation	Hamlet Maintenance	16,720.00	
	Equipment	2,000.00	
	Power	4,500.00	
	Signs	100.00	
	Grading/Plowing	7,500.00	
	Gravel/Dust Control	3,200.00	
	Other: Storage Lease	3,000.00	
	<b>Transportation Subtotal</b>	<b>34,020.00</b>	<b>0.00</b>
Environmental	Sewer & Water	200.00	
	Waste Disposal, Pumpouts	8,000.00	
	Garbage Pickup		
	Other: Supplies	150.00	
	<b>Environmental Subtotal</b>	<b>8,350.00</b>	<b>0.00</b>
Recreation	Capital Projects	25,000.00	
	Other:	4,000.00	
	<b>Recreation Subtotal</b>	<b>29,000.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES:</b>		<b>74,495.00</b>	<b>0.00</b>
<b>YEAR END BALANCE (Reserve + Rev. - Exp.)</b>		<b>88,966.67</b>	<b>0.00</b>

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 Hamlet Board Representative Signature

<b>RM of Mervin No. 499</b>			
<b>POLICY TITLE</b>		<b>ADOPTED BY</b>	
<b>Reporting Policy</b>		R.M. Council Resolution	0014-24
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE:</b>	<b>PAGE #</b>
Hamlet Board of Powm Beach	RM of Mervin No. 499	February 26, 2024	1 of 1

## 1.0 PURPOSE

- 1.1 The purpose of this policy is to assist with forecasting income and expenditures for decision making for hamlets.
- 1.2 This policy states that early in the year the Hamlet Board prepares a list of equipment maintenance and major capital requirements to be considered for the year and incorporated into the budget. If members have any items to be considered for budgeting purposes, they should be brought to a meeting before December 31<sup>st</sup> for the upcoming year. In September/October, or sooner if possible, the Hamlet Board prepares a list of any infrastructure that will require upgrades or repairs in the next year.
- 1.3 The board will compile the Annual Report of Activities for the hamlet for ratepayers at the Annual General Meeting (AGM) that outlines what was accomplished, events that were held, and any other activities that occurred in the past year. This report must be submitted to the R.M. with your AGM minutes.
- 1.4 All meeting minutes, both board and annual general, must be submitted to the R.M. within 10 days of the meeting.

<b>RM of Mervin No. 499</b>			
<b>POLICY TITLE</b>		<b>ADOPTED BY</b>	
<b>Providing Notice to Residents Policy</b>		R.M. Council Resolution	0014-24
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE:</b>	<b>PAGE #</b>
Hamlet Board of Powm Beach	RM of Mervin No. 499	February 26, 2024	1 of 2

## **1.0 PURPOSE**

- 1.1 The purpose of this policy is to set out the minimum notice requirements, the methods of notice to be followed in providing such notice, and the minimum time for giving notice with respect to any matters for which public notice is required to be given by the Hamlet Board.
- 1.2 This policy outlines the requirements so that all areas of communication on behalf of the Hamlet Board are managed appropriately to ensure consistency and professionalism are upheld and the hamlet's reputation is in good standing.
- 1.3 This policy fosters and supports engagement, communication and transparency on behalf of the organization. Communication can take a variety of forms, including, but not limited to:
  - a. Online communications (internet, social media);
  - b. News media – both reactive and proactive contact;
  - c. Events and promotional activities.

## **2.0 MATTERS FOR WHICH NOTICE MUST BE GIVEN**

- 2.1 For the purpose of this policy, the following matters are what Hamlet Boards must provide notice for:
  - a. Annual General Meetings (AGMs) and minutes;
  - b. Regular board meetings and board meeting minutes;
  - c. Board policies;
  - d. Any other matters relating to procedures of Hamlet Boards (purchasing policies, etc.)

## **3.0 NOTICE TO THE GENERAL PUBLIC AND AFFECTED PARTIES**

- 3.1 Notice of all Annual General Meetings and board meetings shall be posted a minimum of 7 days before the meeting. Notices shall include the date, time, location and virtual information as well as a contact person.
- 3.2 All meeting minutes and board policies are to be submitted for approval to the R.M. of Mervin Council. Once minutes and policies have been approved, they are to be posted on the R.M. of

Mervin website for the hamlet and made available on any social media or website the hamlet has in place. Copies of the documents should also be available to the public at all meetings or by request of a resident of the hamlet.

- 3.3 Notice shall be given to the general public for all matters set out in section 2.0.

#### **4.0 METHODS OF PROVIDING NOTICE**

- 4.1 Board members may utilize the social media platforms that they deem to be most effective for providing notice including, but not limited to:
- a. Facebook;
  - b. Twitter;
  - c. Instagram;
  - d. Hamlet website (as long as the requirements outlined in section 3.0 are met).
- 4.2 Boards may utilize resources such as NotifybyNetwork.com, etc. to send information out to residents as long as the requirements outlined in section 3.0 are met.
- 4.3 Information may be shared to the public via posters, flyers, etc. as long as the requirements outlined in section 3.0 are met.



<b>Hamlet Board of Powm Beach</b>			
<b>POLICY TITLE</b>		<b>ADOPTED BY</b>	
<b>Meeting Procedures Policy</b>		R.M. Council Resolution	0014-24
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE:</b>	<b>PAGE #</b>
Hamlet Board of Powm Beach	RM of Mervin No. 499	February 26, 2024	1 of 7

## 1.0 PURPOSE

- 1.1 The purpose of this policy is to establish clear, transparent, consistent and accessible rules for conducting business at annual general meetings and board meetings, for board members, administration and the public to follow and participate in governing the hamlet.

## 2.0 MEETING PURPOSE

- 2.1 Annual General Meetings (AGMs) are for conducting business and must include:
- i. Elections of board members;
  - ii. The date for the next year's meeting;
  - iii. Providing the information as described in section 2.2.
- 2.2 The Secretary shall make the below items available to the public at the AGM:
- i. Annual financial statements from the RM;
  - ii. Final approved budget from the previous year and the proposed budget for the current year;
  - iii. The minutes from the previous AGM;
  - iv. Board meeting minutes since the last AGM;
  - v. The Report of Activities and any updates on current or concluded disputes.
- 2.3 Board Meeting requirements:
- i. Are held a minimum of 4 times per year and a maximum of 120 days apart;
  - ii. Board meetings may be held in person or by any electronic or virtual means that ensures attendance of all board members;
  - iii. The first board meeting is held within 7 days of the AGM to allow for appointing the chairperson and secretary.

## 3.0 MEETING PROCEDURES

- 3.1 Meeting Through Electronic Means:
- One or more members of the Hamlet Board may participate in a meeting by electronic means if:
- a. The members provide the Chairperson with at least two (2) business days' notice or a standing notice of their intent to participate in this manner;

- b. Notice of the meeting is given to the public including the way in which the meeting is to be conducted;
- c. The facilities enable the public to at least listen to the meeting at a place specified in that notice and the Chairperson attends that place;
- d. The facilities permit all participants to communicate adequately with each other during the meeting;
- e. Members participating in a meeting by electronic means are deemed to be present at the meeting.

3.2 Every person has the right to be present at meetings that are conducted in public unless the person presiding at the meeting expels a person for improper conduct.

3.3 Agendas:

- a. The Secretary shall prepare the agenda for all regular and special meetings;
- b. The agenda shall include the order of business, all items of business and associated reports, and documents, and shall be set out in accordance with the order of business;
- c. The Secretary shall ensure that the agendas are delivered to each member no later than 2 days immediately preceding the meeting;
- d. The Secretary shall ensure that the agendas are available to the general public no later than 1 day immediately preceding the meeting.
- e. If, for any reason, the Secretary is unable to meet the deadline mentioned in subsection c., the Secretary shall prepare and distribute the agenda as soon as reasonably possible to allow members an opportunity to review the agenda prior to the meeting;
- f. All administrative reports, communication from the public, requests, or any other material intended for inclusion in an agenda must be received by the Secretary/ Chairperson no later than 12:00 pm (noon) the day prior to the meeting;
- g. Board members may, on a majority vote, permit additional material on the agenda;
- h. The Chairperson/Secretary may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed;
- i. During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises from an unforeseeable situation of urgency;
- j. The Board may only consider a matter of urgent business by a majority vote of members present.

3.4 The general order of business of every board meeting shall be as follows:

- a. Call to order;
- b. Conflict of interest declarations;
- c. Approval / adoption of agenda;
- d. Approval of minutes;
- e. Delegations;
- f. Notice of proclamations;
- g. Presentations and recognitions;
- h. Public hearings;
- i. Communications;
- j. Reports of administration and council committees and other bodies (*includes payment of accounts*);
- k. Chairperson and member forum;



- l. Unfinished business;
- m. New business;
- n. Adjournment;

- 3.5 Business shall be taken up in the order listed above unless:
- a. The Chairperson determines during the proceedings of council that for public interest a matter be moved forward to be dealt with promptly.
- 3.6 Commencement of Meetings:
- a. At the hour set for the meeting, or as soon as all members are present, the Chairperson, shall take the chair and call the members to order;
  - b. If a quorum is not present 15 minutes after the time appointed for the meeting, the Chairperson shall record the names of the members present at the expiration of such time and announce that the board shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime;
  - c. Members are encouraged to notify the Chairperson/Secretary when the member is aware that they will be absent from any meeting.
- 3.7 Quorum:
- a. A quorum of the board is a majority of members;
  - b. Any act or proceeding of the board that is adopted at any meeting at which a quorum is not present is invalid.
- 3.8 Minutes:
- a. The Secretary shall record the minutes of each meeting without note or comment and shall distribute copies of the minutes to each member at least 24 hours prior to a subsequent meeting;
  - b. The Secretary shall record in the minutes every declaration of a conflict of interest and the general nature and material details of the disclosure and any abstention or withdrawal;
  - c. The names of the members present at the meeting are to be recorded in the minutes of every meeting;
  - d. Any member may make a motion amending the minutes to correct any mistakes;
  - e. The minutes of each meeting are to be approved at the next regular meeting and signed by the presiding member and the Secretary in accordance with the Act;
  - f. All minutes, once approved, shall be open for inspection by the public.
- 3.9 Communications - Matters on Council Agenda:
- a. A written communication pertaining to a matter already on an agenda must be received by the Secretary no later than the agenda deadline in order to be included on the council agenda;
  - b. A written communication received before the agenda deadline shall be placed by the Secretary on the agenda and shall be dealt with when the matter is considered by the board at its meeting;
  - c. In the event that the communication to the Secretary is received after the agenda deadline, regarding a subject which is on the agenda, the Secretary will bring the request to the attention of the board:
    - 1. The individual will be advised by the Secretary that the communication may not be considered unless the majority of

members vote to allow the communication within the motion to approve the agenda.

3.10 Communications - Matters Not on Agenda:

- a. A written communication received before the agenda deadline shall be placed by the Secretary on the agenda and shall be dealt with when the matter is considered by the board at its meeting;
- b. In the event that the communication to the Secretary is received after the agenda deadline, regarding a subject which is not on the agenda, the Secretary will bring the request to the attention of the board;
- c. The individual will be advised by the Chairperson that the communication may not be considered by the board unless the majority of members vote to allow the communication within the motion to approve the agenda.

3.11 Delegations - Matters on Council Agenda:

- a. When a person wishes to speak to the board on a matter already on the agenda, for which a hearing is not required, that person shall notify the Secretary in writing, the notice shall include the following:
  1. The name and correct mailing address of the spokesperson;
  2. Telephone number where the representative of the delegation can be reached during the day;
  3. Original signature, except when submitted by facsimile or email; and
  4. The subject matter to be discussed and the request being made.
- b. A request to speak to the board must be received by the Secretary no later than the agenda deadline in order to be included on the agenda.
- c. In the event a delegation makes an application to the Secretary after the agenda deadline regarding a subject which is on the agenda, the Secretary will bring the request to the attention of the board:
  1. Delegations will be advised by the Secretary that they may not be heard unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.
- d. Delegations speaking shall address their remarks to the stated business:
  1. Will be limited to speaking only once; and
  2. Rebuttal or cross-debate with other delegations shall not be permitted.
- e. A maximum of 15 minutes shall be allotted for each delegation to present their position of support or opposition.
- f. Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views:
  1. Delegations are encouraged not to repeat information presented by an earlier delegation;
  2. The Chairperson shall at the conclusion of 15 minutes, inform the delegation that the time limit is up;
  3. Only upon a motion to extend the 15-minute limitation adopted by a majority of members shall the 15-minute limit be extended; and
  4. Delegations will not be permitted to assume any unused time allocated to another delegation.
- g. Upon the completion of a presentation any dialogue between members and the delegation shall be limited to members asking questions for clarification and obtaining additional or relevant information only:
  1. Members shall not enter into debate with the delegation respecting the presentation; and
  2. Once a motion has been moved, no further representation or questions of the delegation shall be permitted.



### 3.11 Delegations - Matters Not on Council Agenda:

- a. When a person wishes to speak on a matter not on the agenda, for which a hearing is not required, that person shall notify the Secretary in writing, the notice shall include the following:
  1. The name and correct contact information of the spokesperson;
  2. Telephone number where the representative of the delegation can be reached during the day;
  3. Original signature, except when submitted by facsimile or email; and
  4. The subject matter to be discussed and the request being made of council.
- b. A request to speak must be received by the Secretary no later than the agenda deadline to be included on the agenda;
- c. The Chairperson, who shall consult with the board, may refuse to accept a request to speak the board has, within the six months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter;
- d. If a request to speak is refused a copy of the request and reply shall be forwarded to members by the Secretary;
- e. In the event that a delegation makes an application after the agenda deadline regarding a subject which is not on the agenda, the Chairperson will bring the request to the attention of council:
  1. Delegations will be advised by the Chairperson that they may not be heard unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.

### 3.12 Recess:

- a. The board may recess at any time during the meeting.
- b. A motion to recess must state the time of duration of the recess and must be passed by a majority of the members present.

### 3.13 Adjournment:

- a. All regularly scheduled meetings shall stand adjourned when all business as listed on the order of business has been completed or at a predetermined time;
- b. Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled council meeting or until a special meeting is called for the purpose of dealing with the unfinished items.

### 3.14 Chairperson:

- a. The Chairperson shall:
  1. Preside at all meetings;
  2. Preserve order at all meetings;
  3. Enforce the rules of the board;
  4. Decide points of privilege and points of order; and
  5. Advise on points of procedure.
- b. The Chairperson shall have the same rights and be subject to the same restrictions when participating in debate as all other members;
- c. The Chairperson shall have the same rights and be subject to the same restrictions as all other members to make a motion.

### 3.15 Conduct of Public:

- a. All persons in the public gallery at a council meeting shall:
  1. Refrain from addressing the board or a member unless permitted to do so;
  2. Maintain quiet and order;
  3. Refrain from disturbing the proceedings by words, gestures or actions including: applauding, displaying flags, placards or similar material;
  4. Refrain from talking on cellular telephones;
  5. Refrain from making audio or video recordings; and
  6. Ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

### 3.16 Conduct of Delegations:

- a. When addressing members at a meeting, a delegation shall refrain from:
  1. Speaking disrespectfully of the federal government, the provincial government, another municipal council, or any official representing them;
  2. Using offensive words in reference to a member, an employee of the municipality or a member of the public; or
  3. Shouting, using an immoderate tone, or profane, vulgar or offensive language.

### 3.17 Conduct of Members:

- a. Members of the board shall ensure they do not interrupt another member.
- b. If more than one member wishes to speak at a meeting at the same time, the Reeve shall indicate which member shall speak first.
- c. When a member is addressing the council, the member shall refrain from:
  1. Speaking disrespectfully of the federal government, the provincial government, another municipal council, or any official representing them;
  2. Using offensive words in reference to a member, an employee of the municipality or a member of the public;
  3. Reflecting on a vote of council except when moving to rescind or reconsider it;
  4. Reflecting on the motives of the members who voted on the motion or the mover of the motion; or
  5. Shouting, using an immoderate tone, or profane, vulgar or offensive language.
- d. When a member is addressing the council, all other members shall:
  1. Remain quiet and seated;
  2. Refrain from interrupting the speaker, except on a point of order or point of procedure; and
  3. Refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- e. Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

### 3.18 Leaving the Meeting:



- a. Every member who leaves the meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the Secretary;
  - b. The Secretary shall make a notation in the minutes of the name of any member leaving the meeting and the time the member did so.
- 3.19 Motions and Debate:
  - a. A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses;
  - b. Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking;
  - c. When a motion is under debate no other motion may be made, except a motion to:
    - 1. Refer the motion to a committee;
    - 2. Postpone the motion to a fixed date;
    - 3. Request the motion be put to a vote;
    - 4. Extend the time for the meeting; or
    - 5. Adjourn the meeting.
- 3.20 Motion to Move to a Closed Meeting:
  - a. A member may make a motion that a meeting moves to a closed meeting;
  - b. The motion to move to a closed meeting must:
    - 1. Be in accordance with The Local Authority Freedom of Information and Protection of Privacy Act;
    - 2. Include in general terms the subject of the item(s) to be discussed;
    - 3. Include the reason for moving to a closed meeting.
- 3.21 Withdrawal of Motions:
  - a. The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.
- 3.22 Motion to Rescind:
  - a. A motion to rescind shall apply to resolutions only;
  - b. A motion to rescind may be made at any time following the meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken;
  - c. A motion cannot be rescinded:
    - 1. When the making or calling up of a motion to reconsider is in order;
    - 2. When action on the motion has been carried out in a way that cannot be undone;
    - 3. When a resignation has been accepted or actions electing or expelling a person for/from membership or office have been taken.
- 3.23 Recorded Vote:
  - a. Before a vote is taken, a member may request that the vote be recorded;
  - b. If a vote is recorded, the minutes must show the names of the members present and whether each voted for or against the motion or abstained.



<b>RM of Mervin No. 499</b>			
<b>POLICY TITLE</b>		<b>ADOPTED BY</b>	
<b>Hamlet Board Member Policy</b>		R.M. Council Resolution	0014-24
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE:</b>	<b>PAGE #</b>
Hamlet Board of Powm Beach	RM of Mervin No. 499	February 26, 2024	1 of 3

## 1.0 PURPOSE

- 1.1 The purpose of this policy is to outline the requirements and responsibilities of Hamlet Board members:
- a. General duties of board members;
  - b. Role of the Chairperson;
  - c. Role of the Secretary;
  - d. Filling vacancies of board members;
  - e. Disqualification of board members;
  - f. Remuneration of board members;
  - g. Conflict of interest.

## 2.0 GENERAL DUTIES OF BOARD MEMBERS

- 2.1 General duties of Hamlet Board members include:
- a. To represent the hamlet and to consider the well-being and interests of the hamlet based on a 4 year term. If you are filling a vacancy within the term, you are elected to fill the remaining portion of the vacant term only. The Hamlet Board is advisory in nature to the R.M. Council;
  - b. To participate in hamlet Annual General Meetings (AGMs) and provide the R.M. with a written copy of the minutes;
  - c. To participate in board meetings required throughout the year to address the concerns of the hamlet and discuss issues such as dust control for roads and potential improvements or purchases;
  - d. To ensure that practices and procedures that are in place by the R.M. are followed in the hamlet;
  - e. Maintain the financial integrity of the hamlet and be accountable for all expenditures within the hamlet;
  - f. To provide a report to voters of the hamlet's activities over the previous year. This is a written report called the Annual Report of Activities and should be provided to the voters at the AGM which highlights the board's activities over the past year. This report is submitted to the R.M. Office with the AGM minutes following the meeting. Submitting the Annual Report of Activities is a legislated requirement of the Municipalities Act;

**Failure to submit Annual General Meeting minutes and the Annual Report of Activities could result in losing the hamlet grant and the hamlet being required to DISSOLVE!**

- g. Review invoices for the hamlet; all approved invoices must be signed by at least 1 Hamlet Board member. Hamlet or Hamlet Board member credit cards are not available;
- h. The Hamlet Board must submit a budget to the R.M. Council on the date indicated on the hamlet package letter, see the Reporting Policy for more information;
- i. Hamlet packages are sent out in the beginning of the year to each Hamlet Board member. Hamlet packages include:
  - i. Statement of Revenues & Expenses from the previous year;
  - ii. Owner's list and updated hamlet map;
  - iii. Blank budget forms;
  - iv. Hamlet maps to be filled out and submitted on requested areas for Gravelling, Mowing and Dust Control;
  - v. List of Permanent Residents;
  - vi. Activities Report template;
  - vii. Swimming lesson information template (required for insurance purposes).
- j. Make sure that the filling of all contract positions is a fair and equitable process. Positions should be posted and in the case when a hamlet board member applies, they should remove themselves from the selection process;
- k. Obtain Council's approval for any alterations or development on municipal reserves.
- l. Only the R.M. can impose and collect taxes; however, the organized hamlet may request a Special Levy for a specific project or infrastructure. Please contact the CAO for more details;
- m. Only the R.M. can borrow money – however, the R.M. may lend funds to an Organized Hamlet for major capital projects, if approved by Council.

### **3.0 DUTIES OF THE CHAIRPERSON**

#### 3.1 General duties of the Chairperson include:

- a. Call and chair meetings of the Hamlet Board;
- b. Represent the hamlet, together with the other 2 board members, at R.M. meetings as required;
- c. Coordinate communications to the ratepayers of the organized hamlet;
- d. Ensure that all reporting and responsibilities of the Hamlet Board are met (to the R.M., to government agencies, etc.)

### **4.0 DUTIES OF THE SECRETARY**

#### 4.1 General duties of the Secretary include:

- a. Take minutes for all meetings, provide copies to the R.M. office and post minutes as per the Notice Policy;
- b. Prepare and organize all financial information and prepare a draft budget as per the Reporting Policy;
- c. Provide notice regarding meetings, policies and other information required and make available to the public;
- d. Coordinate with the R.M. in keeping accurate records of all hamlet residents with regards to voting eligibility;
- e. Present a report of the hamlet activities at the hamlet Annual General Meeting to be submitted to the R.M. with the annual meeting minutes;
- f. Provide a report of activities and disputes ongoing and those resolved for the hamlet;
- g. Ensure policies are accurate and applicable for the hamlet;
- h. Coordinate with R.M. staff for tracking board members terms.



## 5.0 VACANCIES

- 5.1 If a vacancy occurs due to a member's resignation, disqualification, death or otherwise, the below options are available to members:
- a. Call an Annual General Meeting of the voters of the hamlet for the purpose of filling the vacancy for the unexpired term;
  - b. Wait until the next AGM to call an election.
- 5.2 If there are 2 or more vacancies by reason of resignation, disqualification, death or otherwise:
- a. The board shall call an Annual General Meeting of the voters of the hamlet for the purpose of filling the vacancies for the remainder of the terms;
  - b. If no members remain, the CAO of the R.M. shall call and chair an AGM of the hamlet. If a meeting is called, the Notice Policy regarding meetings must be followed.

## 6.0 DISQUALIFICATION

- 6.1 A member is disqualified from the Hamlet Board if:
- a. A resolution of the Hamlet Board;
  - b. A leave of absence policy adopted by the Hamlet Board;
  - c. Is convicted while in office of:
    - i. An offense punishable by imprisonment for 5 years or more;
    - ii. An offense pursuant to section 123, 124 or 125 of the *Criminal Code*;
  - d. Ceases to be a voter of the hamlet.

## 7.0 REMUNERATION

- 7.1 The Hamlet Board should approve all hamlet expenses prior to work being done. Board members should first request that an invoice be submitted directly to the R.M. for payment or charged on an approved R.M. account if applicable.
- 7.2 If Hamlet Board members pay for expenses personally, they must be submitted for board approval prior to submitting to the R.M. for reimbursement. Paying out of pocket should be a last resort and board members must wait until the next council meeting in order to be paid back.

## 8.0 CONFLICT OF INTEREST

- 8.1 Conflict of interest occurs when a member makes a decision or participates in making decisions that directly impact themselves or an individual close to them. Any decision or conversation that could further a board member's personal or relative or close contact's private or financial interests would be considered a conflict of interest. Members should consider all matters that are set in the agenda and declare any item that is or might be perceived as a conflict at the beginning of the meeting.
- 8.2 All board members are required to complete a Public Disclosure Statement within 30 days of being elected and to provide an updated copy each year.
- 8.3 All declared conflicts of interest must be recorded in the meeting minutes and recorded when the member(s) remove themselves from the meeting while the matter is discussed.
- 8.4 Copies of the Public Disclosure Statement forms are attached to this document.



<b>RM of Mervin No. 499</b>			
<b>POLICY TITLE</b>		<b>ADOPTED BY</b>	
<b>Election Policy</b>		R.M. Council Resolution	0014-24
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE:</b>	<b>PAGE #</b>
Hamlet Board of Powm Beach	RM of Mervin No. 499	February 26, 2024	1 of 2

## 1.0 PURPOSE

- 1.1 The purpose of this policy is to set out the guidelines and requirements for electing new hamlet board members.

## 2.0 PROCEDURE

- 2.1 For the purpose of this policy, the following matters are required for electing hamlet board members:
- a. Elections are held at an annual general meeting (AGM) only;
  - b. Nominations must be accepted and nominee meets all qualifications;
  - c. Voting is only for eligible residents of the hamlet;
  - d. Terms are for 4 years unless filling a position that was vacated mid-term.

## 3.0 NOMINATIONS

- 3.1 Any voter of the organized hamlet is eligible to be nominated to serve on the hamlet board.
- 3.2 Nomination requirements:
- a. Nominations are to be submitted at the annual general meeting;
  - b. Nominations are to be verbal and made by a qualified voter of the hamlet;
  - c. Nominee must accept the nomination verbally;
  - d. Secretary of the board is to confirm the eligibility of the nominee and the nominator.

## 4.0 ELECTIONS

- 4.1 Elections are held when a board member's term has reached expiration (4 years unless filling a vacant term), a board member has resigned, passed away, relocated or disqualified. Elections can only be held at an annual general meeting.
- 4.2 The below outlines the requirements for the election(s):
- a. Voters shall be present at the time of the election;
  - b. The results of the election are to be announced at the meeting the election was conducted;
  - c. The official results including votes cast for each nominee must be posted in accordance with policy and no later than 5 days after the AGM.

- 4.3 Board members need to schedule the first meeting within 7 days of the election in order to elect the chairperson and secretary from among their members.

## 5.0 VOTING

- 5.1 When hosting any meeting for the hamlet, have a sign-in sheet at the door and follow the steps below:
- a. Have a recent copy of the hamlet map and registered owners list (can get off the RM website or from the RM office);
  - b. Once landowners and spouses have signed in, issue them each a voting card;
  - c. Keep a running tally of the voting cards being handed out;
  - d. When a question has been brought forward to vote, count the cards shown and majority votes declare a positive vote.

## Admin Assistant

---

**From:** Roberta Fey  
**Sent:** March 4, 2024 8:47 AM  
**To:** Admin Assistant  
**Subject:** FW: March 1st / 2024 = Crystal bay Sunset meeting minutes  
**Attachments:** CRYSTAL BAY BUDGET 2024 draft.pdf

**From:** Jamie Holmes <Jamie.Holmes@servus.ca>  
**Sent:** March 1, 2024 5:45 PM  
**To:** rodsellers@me.com; Norm Perret <ndperret@sasktel.net>; Jamie Holmes <Jamie.Holmes@servus.ca>  
**Cc:** Roberta Fey <rm499@rmofmervin.com>  
**Subject:** March 1st / 2024 = Crystal bay Sunset meeting minutes

You don't often get email from jamie.holmes@servus.ca. [Learn why this is important](#)  
 3pm start time.

Rod Sellers, Norm Perret and Jamie Holmes

Hamlet Board Crystal Bay Sunset  
 Meeting 1 March 2024. AGENDA

Call to order  
 Financial report – Budget was sent in and looks good. See PDF

Old Business =

Playground – We will leave this to see if a resident brings a motion to the AGM  
 Beach shelter – We have a cost of \$5000/\$6000 for the structure (20x15) + concrete = \$15000. We will bring a motion to the AGM. The plan is to have it close to the swimming lesson area.  
 Boat trailer parking = Council is good with having people park there this summer. RM said it was okay and we don't seem to have any complaints yet.  
 Any additions –  
 Swimming lessons – Bodie – Looking to do an extra week of private lessons. RM is aware and council feels good about it. We will let the residents know at the AGM meeting.

New Business

RM meeting next week – Rod Sellers will attend.  
 Budget for 2024 as submitted – Rod sent the Budget in early this Feb – see PDF  
 AGM date, place, announcement etc. = **AGM May 19<sup>th</sup> @ 11am** – Rod Sellers garage – Norm will let the Utility board know.  
 Any additions =  
 Parking area for the swimming = We will look to place a motion in at the AGM – increase parking size.  
 AED's – we will place a motion at the AGM to buy two outdoor structures, for the AED's, for this season.  
 We will meet April 14<sup>th</sup> at 10am to put the AGM meeting together.

Other Items?

Permanent Residents = 2024 =

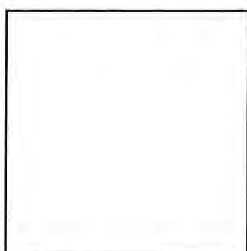


Greg and Sylvia Ubell //// Jamie Little //// Keith and Marlene Young Blood //// Ron Harris and Joanne Schlekewy /// Don Smith

\*\*\* Next meeting April 14<sup>th</sup> @ 10am.

Adjournment

**Jamie Holmes** BA, PFP, RIS  
Senior Wealth Advisor | Wealth Management  
T: 780.808.4792 | C: 587.217.0602  
[servus.ca](http://servus.ca) | [Twitter](#) | [Facebook](#) | [LinkedIn](#)  
Servus Wealth Strategies | Credential Securities  
Atrium Building  
5012 - 49 Street  
Lloydminster, AB, T9V 0K2



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\*\*\*\*\*  
CONFIDENTIALITY WARNING  
This information is intended only for the person/entity to which it is addressed and may be confidential. Any review or use of any kind other than by the intended recipient is prohibited.  
\*\*\*\*\*

## Powm Beach Hamlet Board Meeting

February 26, 2024

via Zoom

1. Attendance:
  - a. Brandy Schwenk, Scott Sonder, Natasha Baehl
  - b. Commenced at 535pm
2. Approval of Agenda: all approved
3. Approval of Minutes: all approved
4. Old Business:
  - a. Snow Removal - hasn't been much, but John Smith is taking care of it (no invoices yet)
  - b. Maintenance Person/Group - Jay & team started
  - c. Gazebo - grant not approved
  - d. Closing boat launch - not allowed by RM (board not interested in pursuing it this year - will wait and see how this winter affects the boat launch)
5. New Business:
  - a. Expense report and budget approval
    - i. group discussion of expense report and how it translates to the budget
    - ii. All approved, Brandy will sign and send in budget to RM
  - b. New policies & procedures
    - i. Group discussion, approved and adopted effective today
    - ii. Brandy will send in to the RM
  - c. Gazebo - build & fund ourselves?
    - i. We have \$50,000 set aside, which should be more than enough.
    - ii. Will get committee started again to get drawings and quotes, then we'll take it to the AGM again for approval (now that we know there is no extra funding)
    - iii. Once approved at AGM we will apply for permits to the RM, and get approval to build it in greenspace
  - d. Maintenance person/group - how is the team doing? Any concerns?
    - i. Jay is doing great so far, no complaints on either end
    - ii. Scott to email Jay with simple contract with duties expected and payment for the 2024 year, have Jay sign and return

- e. Gravel/road maintenance
    - i. We all agree there are some road issues within the hamlet that will need a little gravel, and some grading. Will make some calls come spring
    - ii. As for calcium coverage, we will add it to the agenda for the AGM and see if anyone wants it. We haven't used it in years. Dust hasn't been terrible.
  - f. Letter to residents re:cardboard in bins?
    - i. Yes, this is a growing concern. Draft a letter and include it with the AGM handouts
  - g. AGM date & location
    - i. May 4, 2024 10am at Dexter Hall
6. Other discussions:
- a. AGM handouts - include: expense report, budget, letter re:cardboard/waste, meeting date & time, possible letter regarding bylaw officer?, agenda
  - b. Trees marked by Sasktel - do we know when they're be around?
    - i. Brandy saw a company working at Turtle River campground the previous week, didn't recognize company name
    - ii. (side note: the tree company called Brandy the day after this meeting and said they'd be working on our trees the next two days)
  - c. Lights in hamlet - a couple were burnt out, did Perry take care of that? Should we look into LED's? Will they be too bright, but last longer?
    - i. Get a quote and take to the AGM
7. Adjournment: 635pm



# Frequently Asked Questions

## Mail-in Ballot System

The Ministry of Government Relations prepared the following questions and answers to help municipalities gain a stronger understanding of the [sample Mail-in Ballot Bylaw](#) available on [www.saskatchewan.ca](http://www.saskatchewan.ca).

### **If members from the same household apply to vote by mail-in ballot, is the returning officer able to provide all the ballot kits to one person within the household to disperse?**

The ballot kits should either be mailed separately or provided directly to the voter who has completed and submitted the required forms.

### **Can other election officials accept the return of mail-in ballots?**

Only the returning officer is able to accept the return of mail-in ballots. The returning officer may want to consider appointing an associate returning officer to assist with the duties of the returning officer. Please note:

- Mail-in ballots need to be returned to the place specified on the outer envelope which is provided in the ballot kits.
- If council chooses to use a mail-in ballot system, the returning officer will be required to be at the address specified on the outer envelope until the close of polls on election day to receive the mail-in ballots.
- Ballots that are received after the close of polls on election day are deemed to be spoiled and must remain unopened in the voter confirmation envelope.

### **How will voters know what to do with their mail-in ballot kits?**

Municipalities are encouraged to ensure clear directions are provided in every ballot kit.

Along with directions being provided to the voters, the ministry's sample ballot kit consists of: a copy of the mail-in ballot bylaw; the ballots to which the voter is entitled; a list of candidates who are seeking election (if blank ballots are used); and three envelopes:

- 1) **The ballot security envelope**  
It contains the ballots for the vacant position(s) for which the voter is entitled to vote (refer to Schedule C of bylaw);
- 2) **The voter confirmation envelope**  
The returning officer will print the name of the voter, identify what ballots are included in the ballot security envelope, as well as identify in which division/ward the voter is entitled to vote (refer to Schedule D of bylaw); and
- 3) **The outer envelope**  
It will bear the words Mail-in Ballot on the face and be addressed to the returning officer at the correct postal address.

Upon receiving a voter's ballot, the returning officer must:

- Ensure the voter confirmation envelope has been signed by the voter;
- Record in the poll book (Form R- Voter's Registration Form and Poll Book) the date the envelope was received; and
- Put the confirmation envelope in a secured ballot box.

**What happens to the voter confirmation envelope once it has been opened?**

The voter confirmation envelope is considered an election form and is required to be kept in the ballot box for three months.

**Are voters able to vote at advance polls or regular poll if they have registered for a mail-in ballot?**

Once a voter has registered to vote by mail-in ballot, they are no longer eligible to vote at the advance poll or regular poll.

**Is the returning officer the only person authorized to witness the signing of the Voter's Registration Form (Form R) and the Declaration of Person Requesting Mail-in Ballot Form (Form C) for mail-in ballots?**

*The Local Government Elections Regulations* were amended to allow other persons to witness Form R and Form C. Council may choose to amend or repeal and replace their existing bylaw to allow other persons to witness.

# Mail-in Ballot Bylaw

Sample Template - May 2020



**FULL NAME OF MUNICIPALITY**

**BYLAW NO \_\_\_\_\_**

**A BYLAW TO ESTABLISH A MAIL-IN BALLOT VOTING SYSTEM**

The council of the \_\_\_\_\_ of \_\_\_\_\_ in the Province of Saskatchewan enacts as follows:

1. This bylaw shall be referred to as the “Mail-in Ballot Bylaw”.
2. In this bylaw:
  - a) Act means *The Local Government Election Act, 2015*;
  - b) Administrator means the administrator of the municipality;
  - c) Municipality means the [full name of municipality];
  - d) Regulations means *The Local Government Election Regulations, 2015*;
  - e) Returning Officer means
    - i. the administrator for the [full name of municipality];
    - ii. a person appointed by the council of the [full name of municipality] pursuant to section 47 of *The Local Government Election Act, 2015*; or
    - iii. a person appointed by the Minister pursuant to section 62 of *The Municipalities Act*; and
  - f) Voter’s Registration Form means the Voter’s Registration Form and Poll Book, Form R of the Regulations modified as provided for within this bylaw.

**Application Process**

3. A voter who desires to vote by mail shall apply for a mail-in ballot kit, by filling out:
  - a) a Voter’s Registration Form, Form R, Schedule A (*Schedule A can be modified in compliance with section 26 of The Legislation Act*) appended hereto and forming a part of this bylaw; and
  - b) the Declaration of Person Requesting a Mail-in Ballot, Form C, Schedule B, appended hereto and forming a part of this bylaw.
4. Schedule A and Schedule B may be witnessed by either:
  - a) the returning officer;
  - b) the deputy returning officer;
  - c) the enumerator;
  - d) any other person authorized to sign oaths; or
  - e) any other person.

*(Council should be specific for who can witness the forms due to the option of electronic or mail application. Examples of who maybe authorized are: Commissioner of Oaths, Notary Public, lawyer or postmaster.)*

5. A voter who desires to vote by mail shall apply via \_\_\_\_\_ (for example in person, electronically, by mail or other means based on council's decision.) no later than \_\_\_\_ days before election day. (The deadline before election day should strike a balance between maximizing a voter's opportunity to vote in this manner while ensuring there is sufficient time to reasonably expect return of the ballot.)
6. Upon receiving the voter's application, Schedule A and Schedule B, for a mail-in ballot, the returning officer shall note the date of approval in the appropriate area of Schedule A.

### Providing Ballot To Voters

7. Notwithstanding section 41 of the Regulations, the returning officer may authorize the use of blank ballots if, in his/her opinion, the expected delivery date of printed ballots will adversely affect the ability of voters to vote by mail. (Printed ballots which are identical to those used on election day should be used if possible.)
8. The blank ballot form pursuant to section 7 of this bylaw is set out in Schedule E, appended hereto and forming a part of this bylaw. (Two formats are proposed in Schedule "E". The first is a generic ballot which requires voters to insert the names of selected candidates. The second format could be used by a municipality which has the ability to use in-house technology to create a mail-in ballot. If the second format is selected, the municipality may consider using the term "special ballot" rather than "blank ballot" in this bylaw.)
9. All ballots issued to persons voting by mail shall be identical.
10. A ballot kit shall consist of:
  - a) a copy of this bylaw;
  - b) the ballots to which the voter is entitled;
  - c) a ballot security envelope, bearing the information described in Schedule "C", appended hereto and forming a part of this bylaw;
  - d) a voter confirmation envelope, bearing the information described in Schedule "D", appended hereto and forming a part of this bylaw;
  - e) an outer envelope, addressed to the returning officer, bearing the words "Mail-in Ballot" on its face;
  - f) appropriate directions to voters; and
  - g) a list of candidates who are seeking election if a blank ballot is used. (This item will not be needed if the special ballot is printed in-house, or a ballot identical to those used on election day is used.)
11. The returning officer shall:
  - a) ensure the outer envelope is addressed to the returning officer at the correct postal address;
  - b) on the voter confirmation envelope, Schedule D:
    - i. print the name of the voter;
    - ii. identify the \_\_\_\_ (division/ward or delete if not applicable) in which the voter is entitled to vote; and
    - iii. identify the ballots provided to the voter;

- c) on a ballot for the office of councillor, indicate the maximum number of candidates for whom a voter can vote in figures and in words if a blank ballot is used; (This clause is not required if the municipality prints special ballots.)
  - d) on a ballot for the office of councillor, indicate the division/ward number in which the voter is entitled to vote; and
  - e) place his/her initials in the box on the reverse side of the ballot or ballots provided to the voter.
12. The returning officer shall provide a ballot kit to a voter who has completed and submitted Schedule A and Schedule B in accordance with section 5 of this bylaw:
- a) a ballot kit will be provided after the Notice of Poll is issued;
  - b) the returning officer shall make the following entries to the poll book upon providing a ballot kit to a voter:
    - i. those required pursuant to section 107 of the Act; and
    - ii. the date on which the ballot kit was provided to the voter; and
  - c) after the returning officer provides a ballot kit to the voter, the voter is deemed to have voted and is not entitled to vote at any other poll.

### **Receiving Ballots From Voters**

13. Voters are required to:
- a) insert marked ballots into the ballot security envelope;
  - b) seal the ballot security envelope and insert it into the voter confirmation envelope;
  - c) date and sign the voter confirmation envelope;
  - d) seal the voter confirmation envelope and insert it into the outer envelope; and
  - e) return the ballot in its original form to the returning officer by regular mail, registered mail, courier, in person, or by any other means.
14. The returning officer shall ensure there is a ballot box which shall contain only mail-in ballots from the time ballots are received until the close of polls on election day. (If the municipality is divided into wards, the returning officer may consider it desirable to provide at least one ballot box for each ward. Election officials were required to place the ward number on the voter confirmation envelope. Rural municipalities may consider it desirable to have at least one ballot box for each polling place.)
15. Upon receipt of an outer envelope containing a voter's ballot on or before the close of poll on election day, the returning officer shall:
- a) ensure the voter confirmation envelope is signed by the voter;
  - b) record in the poll book the date on which the envelope was received; and
  - c) deposit the voter confirmation envelope in a ballot box.
16. Ballots received after the close of polls on election day:
- a) are deemed to be spoiled;
  - b) will remain unopened in the voter confirmation envelope; and



- c) are given to the municipal administrator, consistent with sections 137 and 142 of the Act.
17. The returning officer shall designate at least one deputy returning officer who will receive mail-in ballots prior to the close of polls on election day. (If the municipality is divided into wards, the returning officer may consider designating at least one deputy returning officer in each ward. In a rural municipality, the returning officer may consider designating at least one deputy returning officer in each polling place. A polling place may accommodate multiple divisions.)
  18. Prior to the close of polls on election day, the returning officer shall deliver the following materials to the deputy returning officer designated pursuant to section 17 of this bylaw:
    - a) the ballot box containing all ballots received by mail;
    - b) the application kits from all voters who applied for a mail-in ballot; and
    - c) any ballots received by mail after the above materials have been delivered to the deputy returning officer. (There is a possibility a ballot may be received by the returning officer after the ballot box has been delivered to the deputy returning officer, and before the close of polls on election day.)

### **Objections By Candidates/Agents**

19. On election day, any candidate or candidate's agent may examine the application package filed by a person who applied for a mail-in ballot. (The bylaw may include additional periods during which candidates or agents may inspect the application package.)
20. A candidate or a candidate's agent retains the right to object to a person's entitlement to vote if that person votes by mail.
21. On the objection of a candidate or an agent to the entitlement of a person voting by mail, the returning officer shall make necessary entries in the poll book consistent with sub-clause 112(1)(b)(c) and (d) of the Act.

### **Counting Ballots**

22. Mail-in ballots will be counted after the close of polls on election day.
23. Where the returning officer is of the opinion that the number of voters who voted by mail is small and as a result it may be possible to determine for which candidate any of the voters voted, the returning officer may direct the deputy returning officer to include the mail-in ballots in the same ballot box used for polling on election day. (Similar to the authority provided in section 32 of the Act. While those in attendance at the ballot count may draw conclusions as to the vote cast by mail-in voters, this may not be clearly evidenced by entries on the deputy returning officer statement of results.)
24. The deputy returning officer:
  - a) shall open the mail-in ballot box in the presence of persons authorized to be in the polling place pursuant to section 134 of the Act;

- b) examine each voter confirmation envelope in the ballot box and shall allow each other person in attendance at the polling place to view the voter's certification on the voter confirmation envelope; and
  - c) may reject a voter confirmation envelope if the signature of the voter is missing.
25. If the voter confirmation envelope is accepted, the deputy returning officer shall extract the ballot security envelope and examine it for any tears or unauthorized markings.
26. If the ballot security envelope:
  - a) contains any tears or unauthorized markings, the deputy returning officer shall reject the ballot security envelope; or
  - b) is accepted by the deputy returning officer, he/she shall deposit the ballot security envelope into a container or another ballot box.
27. After all ballot security envelopes have been dealt with pursuant to section 27 of this bylaw, the deputy returning officer shall then extract the ballots from the ballot security envelopes and proceed to count the ballots in accordance with sections 129 to 132 of the Act.
28. The deputy returning officer shall deem spoiled those ballots which were sent to voters by the returning officer but were not returned to the returning officer prior to the close of polls on election day and shall, pursuant to subsection 118(2) of the Act, reference this fact in the report of the count of the votes.
29. The mail-in ballots and any forms used in conjunction with voting by mail, including the voter confirmation envelopes opened by the deputy returning officer pursuant to section 26 of this bylaw are placed in packets in the same manner as other ballots pursuant to section 136 of the Act.
30. The deputy returning officer will place the packets described in section 29 of this bylaw along with the poll book and any other forms used in conjunction with voting by mail in the ballot box.
31. Ballots and other forms used in conjunction with voting by mail shall be retained with other election materials pursuant to section 142 of the Act.
32. Upon receipt of a ballot described in section 17 of this bylaw, the returning officer or the municipal administrator shall:
  - a) write "deemed spoiled" on the outer envelope;
  - b) record the date said ballot came into his or her possession;
  - c) initial the entry; and
  - d) retain it with, but not in, the ballot box described in section 142 of the Act, unless said ballot can be deposited in the ballot box without unsealing the ballot box.

\_\_\_\_\_  
Mayor/Reeve

\_\_\_\_\_  
Administrator

Read a third time and adopted  
this \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Administrator

SAMPLE



## SCHEDULE A

### Appendix C

#### FORM R

[Subsections 96(2) and 121(2) of the Act]

### Voter's Registration Form and Poll Book – Mail-in Ballot

Name: \_\_\_\_\_  
(Print)

Mailing Address: \_\_\_\_\_  
(Print)

Election held in: *(complete as applicable)*

\_\_\_\_\_ of \_\_\_\_\_  
(Municipality)

Division/Ward No. \_\_\_\_\_ *(If applicable)*

Complete the following by placing an **X** in the box  to the left of each statement that is correct:

- 1) I am a Canadian citizen.
- 2) I am the full age of 18 years or will attain the full age of 18 years on or before election day.
- 3) I have not already voted at this election.

#### Municipal Voters - Excluding Rural Municipalities and Resort Villages

4) On the day of the election:

a) I: *(place an "X" in one of the following boxes for clause a)*

- i) have resided for at least three consecutive months immediately preceding the day of the election in or on land now in the \_\_\_\_\_ of \_\_\_\_\_; **or**
- \_\_\_\_\_ *(Municipality)*

- ii) have been the owner for at least three consecutive months immediately preceding the day of the election of assessable land situated in the municipality or land now in the municipality; **and**

b) I have resided in Saskatchewan for at least six consecutive months immediately preceding the day of the election.

#### Municipal Voters - Rural Municipalities Only

4) On the day of the election, I: *(place an "X" in one of the following boxes)*

- a) have resided in the rural municipality or on land now in the rural municipality for at least three consecutive months immediately preceding the day of the election;
- b) am the registered owner, (or purchaser pursuant to a bona fide agreement for sale), of land in the rural municipality;

- c) am assessed with respect to land in the rural municipality pursuant to a lease, licence, permit or contract in agreement with the registered owner;
- d) am assessed with respect to an improvement in the rural municipality;
- e) am the holder of a permit in the rural municipality with respect to a trailer or mobile home;
- f) am the spouse of a person described in clause (b), (c), (d) or (e);
- g) am the chief executive officer of a duly incorporated co-operative, corporation or religious association that is assessed on the last revised assessment roll with respect to property in the rural municipality that is not exempt from taxation.

**Municipal Voters - Resort Villages Only**

- 4) On the day of the election, I: *(place an "X" in one of the following boxes)*
- a) have resided for at least three consecutive months immediately preceding the day of the election in or on land now in the Resort Village of \_\_\_\_\_;
  - b) have been the assessed person with respect to property for at least three consecutive months immediately preceding the day of the election or on land now in the Resort Village of \_\_\_\_\_;
  - c) am the spouse of a person described in clause (a) or (b).

I declare that I am a voter entitled to vote in Ward/Division No. \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_. *(municipality)*

I declare that the information given by me with respect to the above statements is true in all respects.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Witness: \_\_\_\_\_ \_\_\_\_\_  
*(Deputy Returning Officer or Enumerator or Other Person Authorized by Bylaw for the Purposes of a Mail-in Ballot)* *(Voter)*

MAIL-IN BALLOT DATE INFORMATION			VOTED WITH RESPECT TO		
Date of acceptance	Date kit provided to voter	Date ballot received	Mayor / Reeve	Councillor	Objection

REMARKS \_\_\_\_\_ ENTRY NO. \_\_\_\_\_

## Schedule B

Appendix A

FORM C

[Section 92 of the Act and clause 18(1)(a) of the Regulations]

### Declaration of Person Requesting Mail-in Ballot

Declaration of Absentee Voter:

- I am qualified to vote in \_\_\_\_\_.
- I have completed a Voter's Registration Form; and
- I request that a mail-in ballot be issued to me.

I make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath/affirmation and by virtue of the *Canada Evidence Act*.

Date: \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Person Requesting Mail-in Ballot)

I have witnessed the signature of the person named above and I am satisfied the person's identity has been established pursuant to *The Local Government Election Act, 2015* and the regulations.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Returning Officer or Person Authorized by Bylaw to Witness the Signature of a Person Requesting a Mail-in Ballot)

## SCHEDULE C

### Ballot Security Envelope

The following text shall be printed on a ballot security envelope:

**BALLOT(S) ONLY.**

The ballot(s) contained within this envelope will be rejected if this envelope:

- is torn;
- bears any unauthorized markings; or
- contains materials other than ballots.

## SCHEDULE D

### Voter Confirmation Envelope

The following text shall be printed on a voter confirmation envelope:

**Office use only:**

Name of Voter \_\_\_\_\_

**Ballot(s) included:**

- Office of Mayor / Reeve
- Office of Councillor [Ward / Division \_\_\_\_]
- Office of Member, \_\_\_\_\_ School Division
- Bylaw
- Question

**To be completed by the voter:**

**Insert sealed ballot envelope in this envelope, seal and complete the following certificate.**

I certify that I am entitled to vote in this election pursuant to *The Local Government Election Act, 2015* and that enclosed in this envelope is a ballot envelope that contains the ballot(s) received by me and marked by me.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Voter



**SCHEDULE E**  
**Blank Ballot [Template]<sup>1</sup>**

Face of Ballot, Office of Mayor / Reeve

Blank Ballot – for the Office of MAYOR / REEVE [Full name of Municipality]
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
<b>INSTRUCTIONS TO VOTE</b> Vote by writing in the space above the name of the candidate of your choice

Face of Ballot, Office of Mayor / Reeve<sup>2</sup>

Special Ballot – for the Office of MAYOR / REEVE [Full name of Municipality]		
CANDIDATE “A”	<input type="checkbox"/>	
CANDIDATE “B”	<input type="checkbox"/>	
CANDIDATE “C”	<input type="checkbox"/>	
<b>INSTRUCTIONS TO VOTE</b> Vote by marking an “X” in the square to the right of the candidate of your choice <b>Maximum – 1 (ONE) candidate</b>		

<sup>1</sup> Do not use both formats in the bylaw – decide if the blank ballots will be printed in-house, or if the printing will be outsourced.

<sup>2</sup> This format could be used by a municipality that chooses to print special ballots in-house.

Face of Ballot, Office of Councillor<sup>3</sup>

Blank Ballot – for the Office of COUNCILLOR  
 Division [ ]<sup>4</sup>  
 [Full name of Municipality]

INSTRUCTIONS TO VOTE  
 Vote by writing in the space above the name of the  
**candidates of your choice**<sup>5</sup>  
 Maximum – [ ] candidates

Face of Ballot, Office of Councillor<sup>6</sup>

Special Ballot – for the Office of COUNCILLOR  
 Division [ ]<sup>7</sup>  
 [Full name of Municipality]

CANDIDATE “A”	
CANDIDATE “B”	
CANDIDATE “C”	

INSTRUCTIONS TO VOTE  
 Vote by marking an “X” in the square to the right  
 of the candidates of your choice<sup>8</sup>  
 Maximum – # [NUMBER] candidates

<sup>3</sup> Make sure ballots are big enough to accommodate writing in names of candidates.

<sup>4</sup> Urban municipalities should delete this line.

<sup>5</sup> In a rural municipality, change “candidates” to “candidate”.

<sup>6</sup> This format could be used by a municipality that chooses to print special ballots in-house.

<sup>7</sup> Urban municipalities should delete this line.

<sup>8</sup> In a rural municipality, change “candidates” to “candidate”.

Back of Ballot<sup>9</sup>

	R.O. Initials
Printer's Name and Address <sup>10</sup>	

---

<sup>9</sup> Use this on the back of each type of ballot – mayor, reeve, or councillor.

<sup>10</sup> Municipality's name and address would go here if the municipality printed the ballots.



RM OF MERVIN NO. 499  
 Reid  
 LOT 12, BLOCK 2, PLAN 79B17420 -  
 EVBS

**Information:**

The applicant would like to place an RV on the site as a temporary principal use.

**Specifics:**

- **Discretionary Development**
- **Development will not require a Real Property Surveyor's Report.**

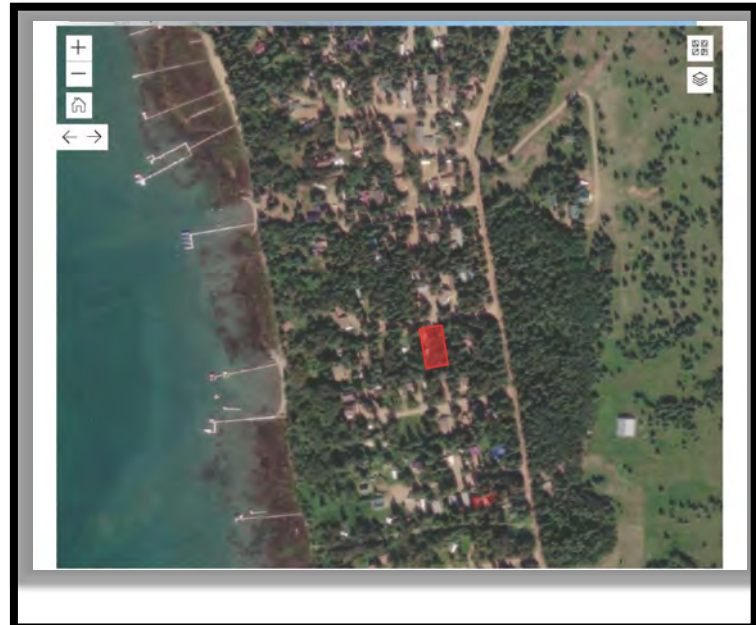


**Narrative Summary:**

- Year 1: Unknown at this time (see email)
- Year 2:
- Year 3:
- Year 4:
- Year 5:

**Summary:**

This permit complies with all zoning bylaw regulations. It will not require a SSP or RPSR. All construction shall conform to the National Building Code. Should Council approve of this temporary use, and consider the narrative acceptable, it is recommended that this permit be approved for 1 year.



No comments were received.

	<b>Front</b>	<b>Side</b>	<b>Rear</b>
<b>Required</b>	20ft	5ft	10ft
<b>Proposed Development</b>	50+ft	15ft	20ft



**Paige Hundt**

---

**From:** Chuck Reid <chuck@primeelectrical.ca>  
**Sent:** February 15, 2024 10:08 AM  
**To:** Paige Hundt  
**Cc:** Shannon Reid; Div 4 Councillor - Ken Hergott  
**Subject:** RE: RV Permit

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Paige,

As indicated, we have all services required already in place. This includes our electrical, septic and water sand point well. We also have all landscaping in place and have sent this information to the RM first when we developed the property. A site plan was sent with the RV shown on it. This was approved when we sent in the RV permit application in 2019. At this point, there is not much more we can send in. As of right now, we don't know what we are going to do moving forward. We feel that due to the fact we are already well on our way with our lot plans, we would like to have an extension granted on providing our future plans for the lot. We purchased this lot as a recreational property as it is recognized and zoned for and that was our intent as we have a home already. We do have a plan to build a cabin some day in the future but right now this is not what we are able to do, nor do we want to do this. Also, this was never an enforced requirement when we purchased the property in 2015. Submitting plans to council now that will most likely change as we don't know what our plan will be.

1

Depending on the economy we many only be able to afford a minimum square footage structure which would be a different design and lot layout then if we were to build a cabin.

We are a small business owner, have 3 teens and need to ensure we're able to afford what plans we submit.

At the summer town hall meeting by everyone that was able to speak, there was no one in support of the bylaw and even more the amended bylaw. A lot of valid points and concerns were brought up. We're unsure how the council can have a town hall to obtain the feeling of your constituent's and still pass a bylaw that is against what the constituents have made abundantly clear is not what is needed. Many of us have made the effort (we drove 3 hours one way) out for all the elections over the last 4 years and our vote made the changes that we thought were needed but now we question this. At the end of the day the council's job is to act on the wishes of the people that elected them and not their own feelings or believes.

Lastly when at the town hall in Livelong I was amazed that the Council would be so concerned about our communities with nice yards well maintained out buildings and yes well-maintained RV's. But nothing is said about the stat of that community were there might be 1 home that doesn't have a tree growing through the deck, garage door hanging by one bolt, ever second window boarded up or 2 broken down trucks in the yard.

If you need the taxes off the structures in our community then there are other ways that have been brough up may time and we all have agreed to make this work. If there are a couple bad apples with mini trailer parks on their lots or out of control party's that is a different bylaw you can enforce. I'm sure you have the same problems in other Town / Communities in the RM with structure on their lots and the RCMP deal with that.

If you make those individual's build what is to say that will stop them from continuing to do the same thing.

**Thanks Chuck Reid**

2



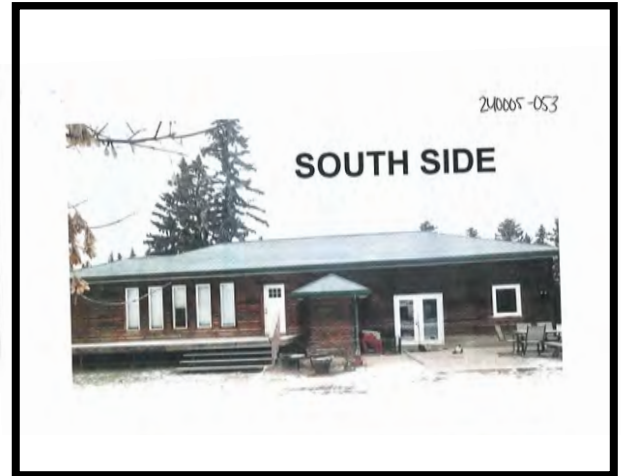
RM OF MERVIN NO. 499  
 Kopp  
 LOT 15, BLOCK 4, PLAN 87B10655 -  
 HSBY

**Information:**

The applicant would like to place an move in building on the site as a temporary principal use.

**Specifics:**

- Discretionary Development
- Development will not require a Real Property Surveyor's Report.



**Narrative Summary:**

- Year 1: NA
- Year 2:
- Year 3:
- Year 4:
- Year 5:

**Summary:**

This permit complies with all zoning bylaw regulations. It will require a SSP and RPSR. All construction shall conform to the National Building Code. It is recommended that Council approve this permit subject to approved building permit.

No comments were received.



	Front	Side	Rear
<b>Required</b>	20ft	5ft	10ft
<b>Proposed Development</b>	20ft	8ft	11ft

## **BYLAW No. 2024-11**

### **A BYLAW OF THE R.M. OF MERVIN No. 499 TO AMEND BYLAW No. 94-4 KNOWN AS THE ZONING BYLAW**

The Council of the Rural Municipality of Mervin No. 499, in the Province of Saskatchewan, enacts this bylaw to amend Bylaw 94-4 as follows:

- 1. PART IV – ZONING DISTRICTS, SCHEDULE D: LD1 – LAKESHORE DEVELOPMENT DISTRICT, B. REGULATIONS**, is amended by adding the following new clause after clause 3. *Yard Requirements* (and its subclauses):

“

#### **3.1 Alternate Yard Requirements for Specified Corner Sites**

- (a) Notwithstanding the definition of *Site Line, Front or Site Frontage*, by way of amendment and inclusion in Table 1 below for specified corner sites located within a Lakeshore Development District, the front site line shall be the wider street frontage and the following minimum yard requirements shall apply to principal uses:
- |                      |                                |
|----------------------|--------------------------------|
| (i) Front yard:      | Minimum – 6 metres (20 feet)   |
| (ii) Side yard:      | Minimum – 1.5 metres (5 feet)  |
| (iii) Flanking Yard: | Minimum – 6 metres (20 feet)   |
| (iv) Rear Yard:      | Minimum – 3.0 metres (10 feet) |
- (b) Conditions, Standards, and Evaluation Criteria for Front Site Line Reassignment
- (i) A front site line reassignment is practical in the opinion of Council given a proposed use, development, or site-specific circumstances;
- (ii) Frontage reassignment would not, and is not anticipated to, interfere with the RM's ability to effectively maintain its roadways or sightlines for road users, or cause financial burden for the RM and its ratepayers;
- (iii) Council will consider a granting alternative site access. Where a roadway is undeveloped or underdeveloped for the intended use, the proponent may be required to upgrade the road to a service level acceptable to the RM at the proponent's sole expense;
- (iv) Council shall consider any potential negative impact(s) on adjacent landowners resulting from potential reduced minimum setbacks resulting from front site line reassignment such as, but not limited to: sightlines, privacy, building massing and shadowing, drainage, etc.
- a. In addition to any legislated public notice requirement, direct written notice of any amendment proposing to reassign a front site line shall be given to any adjacent landowner abutting a parcel being considered for front site line reassignment.
- (v) Front site line reassignment shall be favourably considered for single parcels only, and not sites consisting of multiple parcels;
- (vi) Front site line reassignment would not create non-conformity with respect to existing development on site;
- (vii) Minimum yard requirements for accessory buildings and structures shall also be reassigned corresponding to a reassignment of a front site line.

(viii) Front site line reassignment will not be considered for a lakeshore site.

(c) Front Site Line reassignment is granted to the surface parcel(s) identified in Table 1 below:

<b>TABLE 1</b>	
<b>Parcel Number</b>	<b>Legal Land Description</b>
130828035	Lot 1, Block 13, Plan 79B08429 Ext 0, lying within SE ¼ 35-52-19-W3M

”

2. **PART V – DEFINITIONS**, is amended by inserting the following new definitions in the appropriate alphabetic sequence:

“

**Site, Corner:** Shall mean a site at the intersection of two or more streets whereby the site is bounded on two or more sides by a street.

**Yard, Flanking:** Shall mean, in the case of a corner site, the yard fronting a street which is not defined or assigned as the *front yard*.”

**This bylaw shall become effective on the date of approval of the Minister of Government Relations.**

Read a first time this \_\_ day of \_\_\_\_\_, 2024.

Read a second time this \_\_ day of \_\_\_\_\_, 2024.

Read a third time and adopted this \_\_ day of \_\_\_\_\_, 2024. ....

Reeve

( S E A L )

.....

Administrator



**Information:**

The applicant would like to build a commercial building housing a RV/truck wash, with accessory retail and office space, as well as storage for private and commercial use. They may wish to rent out two offices, and have future plans for a rental business.

Currently, the RC district does not allow car wash establishments. The applicant wishes to request that Council amend the bylaw to include car wash establishments into the RC district, or otherwise re-zone the land to allow this use.

**Specifics:**

• **Developments:**

- Car wash – not allowable, ZBA required.
- Offices – permitted as accessory to business. Rental option depends on interpretation.
- Retail – permitted use.
- Accessory storage uses – permitted use.
- Storage compound (fenced area) – permitted use (as approved during SDA process).
- Rental business – discretionary use.

• Proposed developments: Commercial building (3600 sf). Fenced area for storage compound (unknown size).

• Existing developments: None.

• Water and sewer must be approved by Public Health.

• **Building inspection may be required.**

• Compliance with OCP

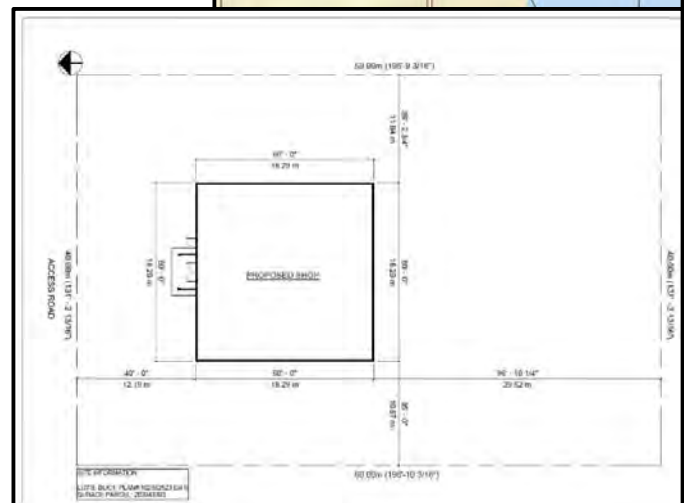
- 6.1(a) – development to occur in a way that minimizes economic costs to RM, fits existing infrastructure and minimizes environmental impacts.
- 6.1(c) - land has been subdivided for commercial uses (storage) already.
- 6.1(d), 6.2(a) – location is close to major Hamlets and other Resort Commercial establishments.

• Compliance with Zoning Bylaw

○ **Part II: 3(a)(i) – Survey sketch plan required, RPSR will be required.**

- Sch. K: A/B - Uses – See above.
- Sch. K: D - Proposed developments meet all size and setback requirements for the zoning district.
- Sch. K: D(7) – 12 parking spaces required minimum.
- Sch. K: D(9) – Should applicant wish to operate rental establishment, these regulations must be met.

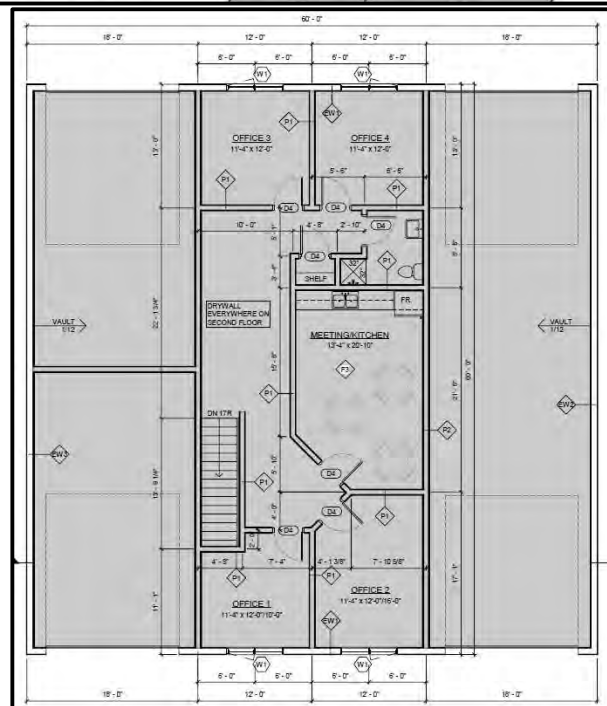
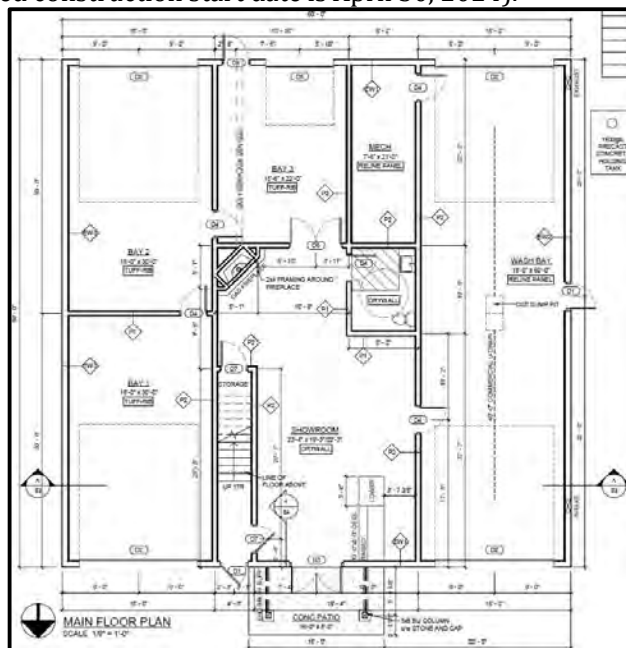
• The applicant is willing to pay for the ZBA.



- The applicant is in a time-sensitive position (desired construction start date is April 30, 2024).

### **Questions and Options for Council:**

- Is Council in favour of the uses listed above?
- If so, is Council willing to amend the Zoning Bylaw to accommodate the uses not currently permitted?
- If so, Council has three options:
  - Amend in the car wash use into the RC district.** There is currently only one location zoned this way in the RM, so effects will be minimal, however any future re-zoning would open up the land to this use.
  - Re-zone this parcel to C - Commercial district.** This is not recommended as it would result in spot zoning, and would open the parcel up to any Commercial District Use (motels/hotels are a permitted use, and many discretionary uses may not fit well with the area, such as abattoirs and cannabis production).
  - Add provisions to the bylaw for contract zoning, and re-zone the parcel to C - Commercial district under a contract zoning agreement.** Contract zoning allows a parcel to be re-zoned under an agreement that restricts the uses to a subset of the district regulations and allows Council to add additional regulations.



### **Summary:**

Should Council be in favour of this development, we recommend option (a) above. It will be the smallest and fastest amendment option, and will have minimal impact on other areas. Council may also wish to consider adding contract zoning as an option into the OCP and ZB (see option (c)) in a future amendment, as it allows additional flexibility in complicated development situations.

If Council agrees to amend the bylaw, we will also review the permit coincidentally to save time.

**BYLAW No. 2024-XX**  
**A BYLAW OF THE R.M. OF MERVIN No. 499 TO AMEND BYLAW**  
**No. 94-4 KNOWN AS THE ZONING BYLAW**

The Council of the Rural Municipality of Mervin No. 499, in the Province of Saskatchewan, enacts this bylaw to amend Bylaw 94-4 as follows:

1. **PART IV – ZONING DISTRICTS, SCHEDULE K: RC – RESORT COMMERCIAL DISTRICT, B. DISCRETIONARY USES**, is amended by adding the following new item after item (a)(7):  
“  
(8) Car wash establishments.”
2. **PART IV – ZONING DISTRICTS, SCHEDULE A: A – AGRICULTURE DISTRICT, B. DISCRETIONARY USES, item (g)** is amended by deleting the item and replacing it with the following:  
“  
(g) Welding, machine shops and metal fabricators;”
3. **PART V – DEFINITIONS**, is amended by inserting the following new definitions in the appropriate alphabetical sequence:  
“  
**Car Wash Establishment**: – a building or part of a building which is used for the commercial washing and cleaning of motor vehicles, including full-service, automatic and hand operated facilities.”

**This bylaw shall become effective on the date of approval of the Minister of Government Relations.**

Read a first time this \_\_\_ day of \_\_\_\_\_, 2024.  
Read a second time this \_\_\_ day of \_\_\_\_\_, 2024.  
Read a third time and adopted this \_\_\_ day of \_\_\_\_\_, 2024.

.....  
Reeve

( S E A L )

.....  
Administrator



















































**REQUEST FOR PROPOSAL**  
**ZONING BYLAW & OFFICIAL COMMUNITY PLAN**

Request for Proposal No. RM499-2024-02

Issue Date: March 12, 2024

Response Deadline: April 5, 2024, 4:00 PM CST

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## 1. BACKGROUND

The Rural Municipality of Mervin No. 499 (“the Municipality”) is located in northwest Saskatchewan and was incorporated in 1913. In 1990, the RM of Mervin absorbed the RM of Greenfield No. 529 making it the 27<sup>th</sup> largest RM in the province. The RM is approximately 90 kilometers east of the City of Lloydminster and 86 kilometers northwest of North Battleford and is within Treaty 6 Territory.

Throughout 2022 and 2023, the Municipality began the review of the Zoning Bylaw and Official Community Plan with previous consultants. However, due to various factors, the process ceased progress in 2023. It is at this time that the Municipality is seeking a consultant to review and update the completed Official Community Plan for compliance with the Planning and Development Act, 2009, and draft a Zoning Bylaw.

## 2. INVITATION TO PROPONENTS

This Request for Proposal (the “RFP”) is an invitation by the Municipality to prospective proponents to submit proposals for the adoption of a Zoning Bylaw and Official Community Plan.

This RFP is solely for the adoption of the planning bylaws and not for general consulting services for the Municipality.

## 3. RFP CONTACT

For the purposes of this procurement process, the “RFP Contact” will be:

Paige Hundt, Municipal Planner, R.M. of Mervin

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Municipality, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

## 4. RFP TIMETABLE

Issue Date of RFP	<b>March 12, 2024</b>
Deadline for Questions	<b>April 3, 2024</b>
Deadline for Submission	<b>April 5, 2024, 4:00 PM CST</b>

## 5. SUBMISSION OF PROPOSALS

Proposals will be received in their entirety by either mail, email or hand delivered to the RM of Mervin, Attention Shiloh Bronken:

**Mailed in a sealed envelope marked Zoning Bylaw and Official Community Plan Proposal to:**

R.M. of Mervin No. 499  
 Box 130  
 Turtleford, SK S0M 2Y0

**Or Emailed with Zoning Bylaw and Official Community Plan Proposal in the Subject Line to:**

[rm499@rmofmervin.com](mailto:rm499@rmofmervin.com)

**Or Delivered in a sealed envelope marked Zoning Bylaw and Official Community Plan Proposal to: 211 Main Street, Turtleford, SK**

## 6. PROPOSALS TO BE RECEIVED ON TIME

Proposals must be received at the location set out above on or before the Submission Deadline. Proposals received after the Submission Deadline will not be accepted.

The onus and responsibility rests solely with the proponent to deliver its proposal to the exact location indicated in this RFP on or before the Submission Deadline. The RM of Mervin does not accept any responsibility for submissions delivered to any other location by the proponent or its delivery agents. Proponents are advised to make submissions well before the deadline. Proponents making submissions near the deadline do so at their own risk.

## 7. PROPOSALS TO BE SUBMITTED IN PRESCRIBED FORMAT

Proponents should submit **one copy** of their proposal. If there is a conflict or inconsistency between a hard copy and an electronic one, the hard copy of the proposal will prevail. Proposals should be prominently marked with the RFP title and number (see RFP cover), with the full legal name and return address of the proponent.

## 8. SCOPE

The Municipality is seeking the services of a consultant to create and provide the resources to the Municipality to adopt a new Zoning Bylaw and Official Community Plan. The consultant will engage ratepayers, municipal employees, and the local government throughout the creation and review process to ensure the planning documents meet the needs of the growing Municipality.

The Municipality expects the work of the consultant to include the following components at minimum:

1. Official Community Plan
  - a. One initial meeting in person with the Municipality to gain input and further direction on the scope of work to be completed;
  - b. Review of draft Official Community Plan;
  - c. Create list of suggestions regarding the draft Official Community Plan;
  - d. Development of all associated mapping including Future Land Use Map;
  - e. Ongoing meetings with the Municipality through the different phases of the work;

- f. Preparation of public notice documentation;
  - g. Participation in public meeting;
  - h. Review meeting with the Municipality;
  - i. Submission to the Community Planning Branch for Approval;
  - j. Any other relevant methodology as agreed upon by the consultant and the Municipality.
2. Zoning Bylaw
- a. One initial meeting in person with the Municipality to gain input and further direction on the scope of work to be completed;
  - b. Creation of Zoning Bylaw;
  - c. Development of all associated mapping including Zoning District Map;
  - d. Ongoing meetings with the Municipality through the different phases of the work;
  - e. Preparation of public notice documentation;
  - f. Participation in public meeting;
  - g. Review meeting with the Municipality;
  - h. Submission to the Community Planning Branch for Approval;
  - i. Any other relevant methodology as agreed upon by the consultant and the Municipality.

The Municipality requires the planning documents to be completed and submitted to the Community Planning Branch by the end of 2024. The final reports and any supporting documentation, including any digital material (files, maps, photographs, plans, etc.) research documents, and all other associated documentation shall become the property of the Municipality and may be used as the Municipality sees fit.

## 9. QUALIFICATIONS AND EXPERIENCE

The successful candidate/organization will demonstrate:

1. Experience and knowledge in adoption of Zoning Bylaws and Official Community Plans, including firms with registered professional planners, professional engineers, or any other applicable qualified professionals;
2. Experience and knowledge related to facilitation and development with ratepayers/stakeholders and the business community resulting in positive engagement;
3. Experience in rural, urban and lakeshore community planning.

## 10. PROPOSAL CONTENT

The proposal should identify qualified personnel who would be assigned to the project. You need to describe their respective capabilities and roles of each person. The experience of the firm and each of the proposed resources including comparable works should be detailed and references provided.

The proposal document must clearly demonstrate that the consultant possesses a clear understanding of the overall scope and goals of the project. Details of any possible innovative ideas, suggestions, improvements, recommendations, or opportunities for improvements that would enhance the project, processes or outcomes can also be included. Additionally, the proposal should describe the proposed methodology and the necessary procedures to ensure

appropriate data is collected and reported. The proposal document should describe the approach and methodology to be followed in completing all aspects of the project. The proposal must include an itemized quote which outlines all aspects of the project from beginning to end. It must include sufficient details to demonstrate an understanding and a plan on how the creation and adoption of these documents will be completed.

#### 11. PROPOSAL REQUIREMENTS

1. All inquiries regarding this proposal must be addressed and sent via email to Shiloh Bronken, CAO of the RM of Mervin No. 499, and received no later than the date identified in Section 4: RFP Timetable. During the proposal process, proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Municipality, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal.

#### 12. SUBMISSION REQUIREMENTS

1. Method of Submission – Hard copy or Electronic (PDF) submissions titled “Zoning Bylaw and Official Community Plan” submitted by April 5, 2024 before 4:00 p.m. CST.
2. Your proposal should include a demonstrable understanding of the scope and of the assignment. It is recommended that your submission not exceed forty (40) single sided, letter size pages, minimum 11-point font, including spreadsheets, charts, tables, etc. which can be submitted in 11” x 17” format, each counting for one (1) page.
3. Preparation – All expenses or other burdens incurred in the preparation and submission of the RFP are entirely the responsibility of the proponent.
4. Completeness – It is the proponent's responsibility to ensure that their submission is complete and is delivered to the Municipality by the date and time indicated. Proposals submitted after the above noted time will not be considered.

#### 13. EVALUATION CRITERIA

The Municipality reserves the right to reject any or all proposals or to select the proposal that is in the best interest of the Municipality.

Proposals will be evaluated and ranked against the following criteria:

- a. Understanding of the Work – 20 points
- b. Best Value Offered – 20 points
- c. Cost – 20 points
- d. Experience – 20 points
- e. Methodology – 20 points

In the event of a tie score, the Municipality will consider all available information, both tangible and intangible, including but not limited to, the information contained in the submissions, to arrive at a tiebreaking decision.



#### 14. GENERAL TERMS AND CONDITIONS

This Request for Proposal (RFP) can only be modified by addendum issued by the Municipality prior to the RFP closing date. Changes made by addendum will be posted to the RM of Mervin No. 499 website. Verbal statements made by the Municipality or their representatives shall not be binding.

#### 15. PRIVILEGE

The Municipality reserves the right to reject any and all proposals, not necessarily accept the lowest proposal, or to accept any proposal which it may consider to be in its best interest. The Municipality reserves the right to suspend or cancel any RFP at any time for any reason without penalty. The Municipality also reserves the right to retain consultants during the tender process whose quote was not accepted through this RFP.

#### 16. CONFIDENTIALITY

RFP documents (including all attachments and appendices) may not be used for any purpose other than the submission of a quote/proposal. By submitting a proposal, the proponent agrees to public disclosure of its contents subject to the provisions in relation to the *Local Authority Freedom of Information and Protection of Privacy Act*. Anything in the submission that the proponent considers to be “personal information” or “confidential information” of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the *Local Authority Freedom of Information and Protection of Privacy Act* as noted above.

#### 17. LAW

The law applicable to the RFP and any subsequent agreements shall be the law in force in the Province of Saskatchewan. The successful proponent shall indemnify the Municipality, its officers and employees against any damage caused to the Municipality as a result of any negligence or unlawful acts of the successful proponent, the employees or agents. Similarly, the successful proponent shall agree to indemnify the Municipality, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful proponent, its employees or agents.

The applicant shall not use the award of a contract as part of any news release or commercial advertising without the Municipality providing prior written consent.

#### 18. CONFLICT OF INTEREST

By submitting a quote/proposal, the proponent certifies that no known conflict of interest exists between the proponent, the Municipality or any related party with respect to the work described therein.



# Map Search



Lat/Lon 53.391 -108.980 | Scale 1:9028

Maxar | Esri, HERE, Garmin, iPC, NRCan

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Export to CSV Export to Txt

Parcel	Parcel	Area	Legal Land Description	Owner Name	Parcel	Parcel	Pending
1308557		1.964 ha (4.85 acres)	NW 11-51-21-3 Plan 60B05142 Ext 1	Her Majesty The Queen in Right of Saskatchewan	TITLED	PBIM	CURREN
1308557		5.651 ha (13.96 acres)	NE 11-51-21-3 Plan 60B05142 Ext 1	Her Majesty The Queen in Right of Saskatchewan	TITLED	PBIM	CURREN



→ Hugo → file 160

# Saskatchewan



Ministry of  
Highways and  
Infrastructure

Land Branch

900-1855 Victoria Avenue  
REGINA SK S4P 3T2  
(306) 787-4876 Phone  
(306) 787-4100 Fax  
debbie.streibel@gov.sk.ca

August 16, 2011

Our File: 303-01-H-22354

Rural Municipality of Mervin No. 499  
Box 130  
Turtleford, SK S0M 2Y0

Dear Administrator:

**Re: Pit 73F030, Plan 60B05142 in N½-11-51-21-3**

Further to your letter dated July 14, 2011. The Ministry of Highways and Infrastructure wishes to transfer the administration of the gravel pit affecting the above stated lands to the Rural Municipality of Mervin No. 499.

In accordance with *Section 10* of the *Highways and Transportation Act, 1997*, dealing with Temporary closures of highways and public improvements:

*10(1) Where it is necessary and in the public interest, the minister may:*

- a) close all or any part of a public improvement at any time and for any period that the minister considers appropriate; or*
- b) impose any restrictions on the use of a public improvement that the minister considers appropriate*

When Saskatchewan Highways and Infrastructure no longer requires a gravel pit and the Rural Municipality would like to use the remaining material, it is the Ministry's policy to transfer the administration and control of a public improvement to the local government. The title remains in the name of Her Majesty the Queen, Saskatchewan.

Attached is an agreement in duplicate. If you agree with the conditions and restrictions, please have both copies signed and return to this office for execution by Saskatchewan Highways and Infrastructure. We will then return a completed copy for your file.

If you have any questions, please contact our office.

Yours truly,

Debbie Streibel  
Land Officer

/ds

Attach.

cc: Executive Director, Regional Services Division, Northern Region  
Stevenson Hood Thornton Beaubier, Barristers & Solicitors, Attention: Robert F. Thornton  
(Your File: 37.282.003)

**RM OF MERVIN PROTECTIVE SERVICES REPORT  
(FEBRUARY 2024)**

February 2024

The RM of Mervin in the month of February has seen the departure of Sgt. Larry Baker from the Protective Services



department, with Cst. Starr taking over Sgt. Baker's duties and responsibilities regarding the CSO program.

Service to the community continues as normal with patrol duties and traffic monitoring as there will be no change in workload or man-hours with the departure of Sgt. Baker who was employed with the RM on a part time basis.

The last 5 months were spent familiarizing and training Cst. Starr on the duties and expectations of providing the best possible service to the RM and its rate payers as an appointed special constable for the RM and working with council and the entire RM team to address the needs and concerns of the community.

## **EVENTS AND ITEMS OF NOTE FOR FEBRUARY**

- Protective services Approved Screening Devices (ASD's) accuracy checks were completed by Cpl. Sarcey at the Turtleford RCMP detachment. ASD's x2 were also due for annual yearly maintenance as of February 28<sup>th</sup>. Both ASD's were sent out to DAVTECH to have this work completed.
- Watchguard bodycam video upload system was set up at the RM office. (Officer will periodically stop at the RM office to upload cruiser and body worn camera footage. Only Paige H. and CAO will have access to this data. Officer access will be for review, for court and training purposes only. This was decided as a temporary solution until the

new wireless bridge tower system is approved by council and fully operational)

- February 7<sup>th</sup> Cst. Starr attended a meeting with CAO Shiloh B. and RM councilor Dave K. with Cenovus Energy representative Brian. The main purpose of Cst. Starr's presence was to address the complaints of commercial vehicles speeding and the usage of jake breaks in the RM next to Spruce Lake hamlet. If these concerns could be communicated to Cenovus drivers and employees.
- Cst. Starr was invited to replace Larry Baker at future meetings for the North-West Mutual Aid Association board (NWMAA).

### **Goals and Items of Note for March**

- Cst. Starr was approached by Turtleford School kindergarten teacher Ms. Stein to be a guest speaker at the school and give a presentation to the kindergarten class, educating them on community safety and Cst. Starr's duties as Community Safety Officer in the RM. With CAO apprised, this was tentatively set for March 20<sup>th</sup>. This would be a great opportunity for Protective Services to help to educate the community on the CSO program and

its duties and responsibilities regarding community safety within the RM (A discussion at the council meeting on March 11<sup>th</sup> can be had about the budget for community engagement being set and further future initiatives).

- Emails regarding the CSO conference date were sent out by the Ministry of Justice to be held in Saskatoon on May 2<sup>nd</sup>. Registration is due to be sent in by April 3<sup>rd</sup> at the latest. (Discussion for council is on the agenda if the RM of Mervin will be sending its CSO and Chief of Police Herb P. to the conference). \*A report detailing the breakdown of costs was included with this report for council\*
  
- February 28<sup>th</sup> Cst. Starr attended a meeting with St. Walburg Conservation Officer and RM CAO Shiloh B to go over overlapping duties and responsibilities, and areas of concern where the CSO and CO may work together to maximize overall officer effectiveness. Also, possible further firearm training for RM employees and Cst. Starr regarding the new nuisance permit relating to nuisance animals causing some destruction of RM infrastructure i.e beavers damming culverts).
  
- The RM's 2021 F-150 cruiser is approaching 50,000 km. Due to there being a warranty by Ford for up to 60,000

km's, the CSO cruiser was scheduled to be brought into Boundary Ford in Lloydminster on March 14<sup>th</sup> by Cst. Starr to have a comprehensive front to back, top to bottom inspection to be completed.

### **Goals and Duties for March for Cst. Starr**

- Continued training & development for Cst. Starr.
- Continued positive interaction with the rate payers of the RM of Mervin.
- Proactive patrols and prevention of RM and Hamlets to be a deterrent to rural crime.
- Traffic monitoring of areas of concern. Those being Livelong Road, grid 794, 795 and 796.
- Continued traffic enforcement of high traffic areas at Turtleford hospital and spruce lake hamlet along highway 26.
- Patrolling proactively to be a visual presence and deterrent to possible persons committing illegal acts ie; break and enters and thefts to assist the community and RCMP in reducing crimes in rural areas, Dexter Hall areas, North areas of RM, Organized Hamlets etc.
- Continued responding to RM fire calls with the Turtleford Fire Department whenever CSO presence is requested. Including after-hours calls.



- Cst. Starr will continue working with the Turtleford RCMP detachment to assist when needed, including afterhours calls and sharing information on suspicious activity within the RM to deter criminal activity.

## **Summary**

As it relates to the RM of Mervin's Protective Services Department, 2023 was a year of building and installing the foundational infrastructure, governance and support team needed for the RM Protective Services CSO program to be successful into the future. 2024 continues this trend of continued development and success forward with the work of the Regional CSO committee to provide CSO services into surrounding RM's and regions that otherwise would not normally be able to provide CSO services on their own due to high start-up and operational costs for the program. With the RM of Mervin taking the lead to possibly be the center and base of operations for surrounding regions, the future of the CSO program and Protective Services remains positive.

Although coming into the program and RM family quite recently, Cst. Starr will continue to build off the successful and hard work of Sgt. Baker and council towards the success and growth of the CSO program now and into the future with the support of RM council and staff.

This report was prepared by  
Special Constable Jordan Starr  
Community Safety Officer  
Rm of Mervin #499  
North-West Protective Services

### CSO Monthly Stat Report for February 2024

- Number of Crime Prevention Educational Programs and Public Events \_\_0\_\_
- Number of proactive general patrols of RM hamlets \_\_66\_\_
  
- Number of SOTI's Issued \_\_2\_\_
- Number of Bylaw Tickets Issued \_\_0\_\_
- Number of Warnings Issued \_\_7\_\_
- Number of calls CSOs attended to support local police (ex: mischief, theft under \$5,000, curfew checks, etc.) \_\_0\_\_
- Number of calls to CSO complaint line  
\_\_1\_\_
- Number of Court Days Attended \_\_0\_\_
- Number of RM fire calls CSO assisted  
\_\_1\_\_
- Number of Traffic Stops \_\_9\_\_
- Number of Transports (Public Safety and Youth Detox) \_\_0\_\_

## **Saskatchewan Annual CSO Conference Information and Costs Breakdown**



**Location and Date**

- May 2<sup>nd</sup> in Saskatoon at the Saskatoon Inn and Conference Centre. It will be a one-day conference from 8am-6pm. Check-in would be on May 1<sup>st</sup> to avoid having to travel so early on the day of.

**Hosted by**

-The Ministry of Corrections, Policing and Public Safety will be hosting the conference for all Community Safety Officers across Saskatchewan

## **Purpose**

-The purpose of this conference is for all the CSO's in Saskatchewan to network and share ideas engaging all the CSO programs in Saskatchewan

## **Attending**

- CSO program manager Suzanne Stubbs
- Director of First Nations and Indigenous Policing
- As well as all Community Safety Officers in Saskatchewan

## **Costs breakdown**

### **Travel Costs**

- For CSO no km mileage paid. Cst. Starr will be travelling in CSO cruiser to CSO conference. Price of fuel. \$150 estimated round trip. Will gas up before at coop card lock before leaving to conference.
- Police Chief Herb P paid km mileage. 69 cents per km at 480 km round trip at \$331.

## **Meal Costs**

- \$75 a day each for meals for CSO Starr and Police Chief Herb at \$150 x2 days for meals with check in at hotel on May 1<sup>st</sup> and check out on May 2<sup>nd</sup>. Total at \$300.

## **Hotel accommodation Costs**

- 2 rooms at Hampton Inn and Suites by Hilton Saskatoon Airport at approx. \$160 per room totaling \$320. Rounded up to \$350 for taxes etc. Check in May 1<sup>st</sup> with check out May 2<sup>nd</sup>. (This hotel was chosen as I have previously stayed at this hotel, and it is very close to where the CSO conference is being held. Saving on travel costs and time traveling to and from as well as familiarity).

## **Total Costs**

- With travel, meals and accommodation, the total cost of CSO J. Starr and Police Chief Herb P attending the conference is \$1,131.

## **Outcomes and Benefits**

- Cst. Starr and Police Chief Herb P attending the CSO conference would benefit the RM and the CSO program immensely. This would be mainly due to networking with all the other CSO's and Police Chiefs in the province allowing the sharing of ideas, experience and supports to one another. Also, the conference will be where new and upcoming policy changes and procedures to the program will be discussed by the Ministry. This is important to the continued success of the RM of Mervin's Protective Services as well Cst. Starr's own personal growth as a Community Safety Officer and a professional which benefits the RM into the future.

Written by Special Constable J. Starr

Community Safety Officer

Rm of Mervin #499

North-West Protective Services



**Minutes of Regional CSO Meeting  
March 1. 2024**

**Zoom**

**Attendees**

Peter Wiesner, RV of Cochin  
Sherry Jimmy, RM of Meota  
Vern Seabrook, RM of Meota  
Kirk Morrison, RM of Meota  
Philip Beuckert, RM of Meota  
Gerry Ritz, RM of Mervin  
Shiloh Bronken, RM of Mervin  
Ryan Shepherd, RM of North Battleford  
Colette Bussiere, RM of Spiritwood  
Terry Wingerter, RM of Spiritwood

Dave McGarva, Tantus  
Evan Robertson, Tantus

1. **Reeve Jimmy called the meeting to order @ 11:01 pm**
2. **Agenda**  
"That the committee adopt the agenda as presented."  
Gerry/Peter ... CARRIED
3. **Phase 1 Outcomes Review**  
Committee Reviewed Phase 1
4. **Phase 2 Review & Schedule**  
Committee reviewed phase 2 and draft schedule as attached

Action – RM of Meota CAO to coordinate in person meetings between Tantus and each partner individually during week of March 18.

Action – RM of Meota CAO collaborate with partner CAO's to identify a solicitor for acceptance by the committee.

**Next Meeting:**

April 2, 2024 at 1:00 pm @ RM of North Battleford office & zoom

**Meeting adjourned 12:11 PM**

Step	Step Title	Deliverable	Completion (Week Ending)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
				Mar			Apr				May			June								
				1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	
Step 1	Kick off meeting	Project Terms of Reference, with sign-off	March 1, 2024																			
Step 2	Review Background / Existing Documents	Annotated bibliography of reviewed documents noting relevance	March 8, 2024																			
Step 3	Conduct Service Agreement Workshops with Partner Councils	Up to six(6) 1.5-hour workshops Refined Service Level Expectations Briefs	March 22, 2024																			
Step 4	Evaluate Incorporation Options for Delivery Organization	Brief Report with Recommendations on Preferred Incorporation Structure	March 29, 2024																			
Step 5	Present Incorporation Structure Report to Steering Committee for Feedback and Decision	1.5-hour Steering Committee Presentation Ratified Incorporation Structure	April 5, 2024																			
Step 6	Prepare Draft Governance Terms of Reference, Bylaws and Service Agreements	Draft Versions of the Governance Terms of Reference, Bylaws and Service Agreements	April 12, 2024																			
Step 7	Present Draft Documents to Steering Committee for Comment and Feedback	1.5-hour Steering Committee Presentation	April 12, 2024																			
Step 8	Develop Draft Criteria for Head Office and Decentralized Dispatch Locations	Draft Criteria for Head Office and Decentralized Dispatch Locations	April 26, 2024																			
Step 9	Present Draft Criteria to Steering Committee for Feedback and Decision	1.5-hour Steering Committee Presentation	April 26, 2024																			
Step 10	Apply Draft Criteria and Recommend Locations	Head Office and Decentralized Dispatch Locations Recommendations	May 3, 2024																			
Step 11	Prepare Information Package for Prospective Municipal Partners	Draft Prospective Municipal Partners Information Package	May 10, 2024																			
Step 12	Finalize Documents	Final Versions of the Governance Terms of Reference, Bylaws, Service Agreements and Prospective Municipal Partners Information	May 17, 2024																			

Contingency

**Shiloh Bronken**

---

**From:** Deanna Kahl-Lundberg <dklundberg@townofturtleford.com>  
**Sent:** February 29, 2024 8:35 AM  
**To:** Shiloh Bronken  
**Subject:** Fire Department Elections

Good morning,

I conducted the Fire Department elections last night, with the following results:

Fire Chief	Brent Edwards
Deputy Fire Chief	Cheryl Hegg
Deputy Fire Chief	Trevor Phillips

Have a great day!

Deanna



March 5, 2024

(306) 933-7653

Rural Municipality of Mervin No. 499  
Attention: Shiloh Bronken, Administrator  
PO Box 130  
TURTLEFORD SK S0M 2Y0  
(306) 825-2045

File number:  
2023-NOWE-048-ML1/2/5  
-RENEWAL

Rural Municipality of Parkdale No. 498  
Attention: Ashela McCullough, Administrator  
PO Box 310  
GLASLYN SK S0M 0Y0  
(306) 342-2015

Dear Administrators:

**Re: Aquatic Habitat Protection Permit for the RM of Parkdale No. 498 and the RM of Mervin No. 499 and other local governing authorities including all Organized Hamlets and Resort Villages of Turtle Lake for various maintenance activities related to public boat launches, public beaches and aquatic vegetation removal within the bed, bank and boundary of Turtle Lake – RENEWAL**

Please find enclosed the Aquatic Habitat Protection Permit authorizing local governing authorities of Turtle Lake to proceed with various maintenance activities related to public boat launches, public beaches and aquatic vegetation removal insofar as the Aquatic Habitat Protection Program is concerned.

The local governing authorities recognized by this Aquatic Habitat Protection Permit are:

- RM of Mervin No. 499; including the Organized Hamlets of:
  - Crystal Bay-Sunset
  - Evergreen Brightsand
  - Horseshoe Bay
  - Kopp's Kove
  - Livelong
  - Parkland Beach
  - Powm Beach
  - Turtle Lake South Bay
  - Mowrey Beach; and the
  - Resort Village of Kivimaa-Moonlight Bay

... 2

- RM of Parkland No. 498; including the Organized Hamlets of:
  - Sunset View Beach
  - Evergreen Acres; and the
  - Resort Village of Turtle View

It is understood that the maintenance activities performed under authority of this permit are only for existing facilities and are limited to:

**Boat Launches** including:

- re-alignment and/or replacement of concrete launch pads;
- removing silt and debris from surface of concrete launch pads;
- levelling and or adding material to roadway upland of launch pad;
- adjustment to dock anchors; and
- dock repairs, replacements and extensions.

**Public Beach Areas** including:

- the addition of sand to public beach areas;
- the removal of aquatic vegetation within public swimming areas;
- the removal of dead trees along shorelines that pose a public safety risk; and
- the removal of dead trees and other assorted nuisance vegetation along shorelines that pose an impediment to free use within areas of existing docks, public boat launches, public swimming areas and areas of regular public usage.

**Aquatic Vegetation Removal** is restricted to:

- the collection and removal of dead aquatic vegetation from shorelines within the bank and boundary of Turtle Lake.

**Proposed activities within the bed, bank and boundary of Turtle Lake not addressed specifically above will require separate submission of an Aquatic Habitat Protection Permit application by the proponent for further Water Security Agency review.**

If the conditions of the attached permit cannot be met, this permit is no longer valid. Please contact this office so that further review and approvals may be conducted.

Permit holders are reminded that the discharge of any substance that may cause an adverse effect or is covered by *The Environmental Management and Protection (Saskatchewan Environmental Code Adoption) Regulations, 2010* shall be reported to the Ministry of Environment (MOE) at 1-800-667-7525. Should you require more information on discharges and spills, please check Saskspills (<https://www.saskatchewan.ca/business/environmental-protection-and-sustainability/hazardous-materials-and-safe-waste-management>) or the MOE website (<http://www.environment.gov.sk.ca>). You may also contact the MOE Client Service Office at 1-800-567-4224.

... 3



RM of Mervin and RM of Parkland including all Organized Hamlets and Resort Villages of Turtle Lake  
Page 3  
March 5, 2024

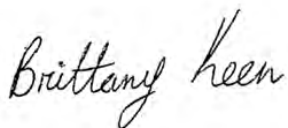
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This Aquatic Habitat Protection Permit allows you to undertake activities affecting the bed, bank and boundary of a water body or watercourse that are otherwise prohibited under subsection 38(4) of *The Environmental Management and Protection Act, 2010*. The purpose of this permit is to mitigate the environmental impacts of the proposed activities. This permit does not release you from the responsibility of obtaining any other approvals that may be required under federal, provincial or municipal legislation. The permit holder is responsible to obtain the necessary approvals from the local municipality for these improvements. Land control and access are also the responsibility of the permit holder.

If you have any questions, please contact John Salamon at (306) 933-7653 or at [John.Salamon@wsask.ca](mailto:John.Salamon@wsask.ca).

Sincerely,

WATER SECURITY AGENCY



Brittany Keen  
For John Salamon,  
Aquatic Habitat Protection Specialist,  
Science and Licensing Division



---

## AQUATIC HABITAT

## PROTECTION PERMIT

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Pursuant to Section 6 of *The Environmental Management and Protection (General) Regulations, 2010*, permission is hereby granted to the RM of Parkdale No. 498 and the RM of Mervin No. 499 and other local governing authorities including all Organized Hamlets and Resort Villages of Turtle Lake for various maintenance activities related to public boat launches, public beaches and aquatic vegetation removal within the bed, bank and boundary of Turtle Lake

This permit is issued subject to and is restricted to the following conditions:

1. All contractors are to receive copies of all permits before they begin any work. A copy of the permit must always be on site.
2. In protection of fish and fish habitat, no in-water work is allowed between **April 16– June 30** of any year unless the work site has been fully isolated with appropriate sediment control measures. These measures can include but are not limited to, the installation of siltation curtains [see WSA M12-Siltation Curtain].

### **Public Boat Launches**

3. Rock and gravel placed on the boat launch must be clean and free of silt, oil, grease or other contaminants and must originate outside the flood plain of any water body.
4. Replacement boat launch pads must be clean and free of any debris or contaminants. Replacement concrete pads are to be pre-cast concrete. Cast-in-place concrete installations are not permitted under authority of this permit. All concrete products must be sufficiently cured to prevent leaching prior to placement within the water body.
5. No dredging of the water body bed or reshaping of the bank is to be performed.
6. Any disturbance of the shoreline or lake bed that occurs during dock placement, installation, or removal will be minimal and shall be stabilized immediately using an appropriate and approved method.

### **Public Beach Maintenance**

7. No expansion of the existing developed beachfront is permitted.
8. New sand shall be obtained from outside the floodplain, bed, bank or boundary of any water body or watercourse.
9. All new sand deposited on existing developed beachfront shall be clean and free of silt, clay and other contaminants.

10. Terrestrial vegetation on an existing developed public beach may be tilled or harrowed providing such vegetation is not functioning to stabilize the shoreline.
11. Any dead and detached aquatic vegetation that washes ashore may be removed to an approved location where it cannot re-enter any water body.

### **Vegetation Removal**

12. Only select dead trees and deadfall are to be removed. Tree roots and stumps will be left intact and undisturbed. Trees and deadfall shall only be removed by hand or with hand tools such as saws, axes or chainsaws.
13. No chemical spraying of stumps or other vegetation is permitted.
14. Notwithstanding Condition 10, tilling, harrowing or cultivating methods to remove vegetation is prohibited.
15. Submerged and emergent aquatic vegetation removal is restricted to developed public swimming areas.
16. Submerged and emergent aquatic vegetation within developed public swimming areas may be removed to a maximum depth of 2m of water depths.
17. Nuisance aquatic vegetation may be temporarily stockpiled along the shoreline for later removal to an approved location.
18. The use of equipment in collection of stockpiled nuisance aquatic vegetation is permissible but must be kept to a minimum to avoid disturbance to water body bank.

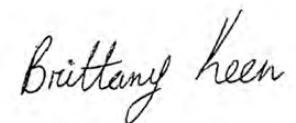
### **General Conditions**

19. No machinery or heavy equipment is to enter the water under any circumstances. The only exceptions are the use of necessary attached booms, buckets, other tools, or implements.
20. Machinery and heavy equipment must arrive at the project site clean and free of fluid leaks or accumulations of external contaminants that may include, but are not limited to oil, fuel, grease, other lubricants, soils, muds or plant materials.
21. Machinery and heavy equipment must be cleaned fueled, serviced and stored in a manner that will not contaminate the bed, bank or boundary of any water body or watercourse.
22. Effective measures must be used to minimize any damage to the bed, bank or boundary of water bodies and water courses from the transport and operation of heavy equipment. Machinery and heavy equipment must be located and operated from a stable location.
23. Effective erosion control measures must be installed, monitored, maintained and replaced or upgraded as necessary prior to, during and following project completion to ensure they remain effective until the project site stabilized and re-vegetates.
24. Excavated and stockpiled materials shall be located above the bank and stabilized so they will not erode into any water bodies or watercourses.

25. All disturbed project site areas including disturbed slopes or banks adjacent to any water body, shall be stabilized with short and long-term erosion control measures that have been tailored to site conditions.
26. All project debris, including any structures removed or replaced and temporary works must be removed and disposed of appropriately.
27. Adequate precautions must be taken to prevent debris and sediment from entering the water. Any project debris entering the water must be removed as soon as practical and disposed of in approved sites. It is unacceptable to bury or burn any debris on site.
28. Materials such as oil, asphalt, and tar used in road repairs must not enter watercourses or water bodies.
29. No earthen fill, sand or any other material shall be deposited below the bank.
30. To maintain shoreline stability, no rock shall be removed from the bed, bank or boundary of any waterbody or watercourse.
31. Sediment control measures (e.g., siltation curtain) must be appropriate to site conditions including expected water depth, wind and wave action and must be installed around the perimeter of the work area before starting work and during in-water work to prevent re-suspended sediment from dispersing to adjacent areas.
32. Sediment control measures will be regularly inspected and maintained or repaired if any damage occurs, and must be left in place following in-water activity until suspended sediment has settled and must be removed in a way that prevents the escape or re-suspension of sediments.
33. Hazardous substances such as fuel, oil, grease, paint and solvents must be stored where they will not contaminate any water body or watercourse and be disposed of appropriately.
34. The Permit Holder is solely responsible for all design, safety and workmanship aspects of all works associated with this permit.
35. The Permit Holder may be ordered to cease any or all work regarding this project if, in the Agency's opinion, the work is or may cause harm to the environment.
36. The Permit Holder may be ordered to do any further work required to rectify any actual or potential problems deemed necessary to protect the environment.
37. The Permit Holder agrees to all conditions and/or orders regarding this permit.
38. This permit is valid until **March 31, 2027**. Re-application is required if further work is planned.

This permit allows you to undertake activities affecting the bed, bank and boundary of a water body or watercourse that are otherwise prohibited under subsection 38(4) of *The Environmental Management and Protection Act, 2010*. This permit does not replace or supersede any approvals, licenses, or authorizations, including building permits that may be required under municipal, provincial or federal legislation. The permit holder will maintain in force all such approvals, licenses or authorizations that may be required.

WATER SECURITY AGENCY

A handwritten signature in black ink that reads "Brittany Keen". The signature is written in a cursive, flowing style.

Brittany Keen  
For John Salamon  
Aquatic Habitat Protection Specialist,  
Science and Licensing Division





March 5, 2024

(306) 933-7653

Rural Municipality of Mervin No. 499  
 Attention: Shiloh Bronken, Administrator  
 PO Box 130  
 TURTLEFORD SK S0M 2Y0  
 (306) 825-2045

File number:  
 2023-NOWE-052-ML5  
 -RENEWAL

Heather Moellenbeck  
 Brightsand Lake Regional Park  
 PO BOX 160  
 ST. WALBURG SK S0M 2T0

Dear Shiloh Bronken and Heather Moellenbeck:

**Re: Aquatic Habitat Protection Permit for the RM of Mervin No. 499 and the Brightsand Lake Regional Park Authority including all Organized Hamlets of Brightsand Lake for various maintenance activities related to public boat launches, public beaches and aquatic vegetation removal within the bed, bank and boundary of Brightsand Lake – RENEWAL**

Please find enclosed the Aquatic Habitat Protection Permit authorizing local governing authorities of Brightsand Lake to proceed with various maintenance activities related to public boat launches, public beaches and aquatic vegetation removal insofar as the Aquatic Habitat Protection Program is concerned.

The local governing authorities recognized by this Aquatic Habitat Protection Permit are:

- RM of Mervin No. 499; including the Organized Hamlets of:
  - Crystal Bay-Sunset
  - Evergreen Brightsand
  - Mowrey Beach
- Brightsand Lake Regional Park Authority

It is understood that the maintenance activities performed under authority of this permit are only for existing facilities and are limited to:

**Boat Launches** including:

- re-alignment and/or replacement of concrete launch pads;

... 2

- removing silt and debris from surface of concrete launch pads;
- levelling and or adding material to roadway upland of launch pad;
- adjustment to dock anchors; and
- dock repairs, replacements and extensions.

**Public Beach Areas** including:

- the addition of sand to public beach areas;
- the removal of aquatic vegetation within public swimming areas;
- the removal of dead trees along shorelines that pose a public safety risk; and
- the removal of dead trees and other assorted nuisance vegetation along shorelines that pose an impediment to free use within areas of existing docks, public boat launches, public swimming areas and areas of regular public usage.

**Aquatic Vegetation Removal** is restricted to:

- the collection and removal of dead aquatic vegetation from shorelines within the bank and boundary of Turtle Lake.

**Proposed activities within the bed, bank and boundary of Brightsand Lake not addressed specifically above will require separate submission of an Aquatic Habitat Protection Permit application by the proponent for further Water Security Agency review.**

If the conditions of the attached permit cannot be met, this permit is no longer valid. Please contact this office so that further review and approvals may be conducted.

Permit holders are reminded that the discharge of any substance that may cause an adverse effect or is covered by *The Environmental Management and Protection (Saskatchewan Environmental Code Adoption) Regulations, 2010* shall be reported to the Ministry of Environment (MOE) at 1-800-667-7525. Should you require more information on discharges and spills, please check Saskspills (<https://www.saskatchewan.ca/business/environmental-protection-and-sustainability/hazardous-materials-and-safe-waste-management>) or the MOE website (<http://www.environment.gov.sk.ca>). You may also contact the MOE Client Service Office at 1-800-567-4224.

This Aquatic Habitat Protection Permit allows you to undertake activities affecting the bed, bank and boundary of a water body or watercourse that are otherwise prohibited under subsection 38(4) of *The Environmental Management and Protection Act, 2010*. The purpose of this permit is to mitigate the environmental impacts of the proposed activities. This permit does not release you from the responsibility of obtaining any other approvals that may be required under federal, provincial or municipal legislation. The permit holder is responsible to obtain the necessary approvals from the local municipality for these improvements. Land control and access are also the responsibility of the permit holder.

If you have any questions, please contact John Salamon at (306) 933-7653 or at [John.Salamon@wsask.ca](mailto:John.Salamon@wsask.ca).

... 3

RM of Mervin No 499 and Brightsand Lake Regional Park Authority including all Organized Hamlets and of  
Brightsand Lake

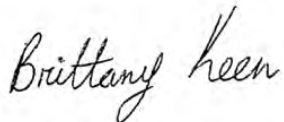
Page 3

March 5, 2024

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Sincerely,

WATER SECURITY AGENCY

A handwritten signature in black ink that reads "Brittany Keen". The signature is written in a cursive, flowing style.

Brittany Keen  
For John Salamon,  
Aquatic Habitat Protection Specialist,  
Science and Licensing Division



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## AQUATIC HABITAT

## PROTECTION PERMIT

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Pursuant to Section 6 of *The Environmental Management and Protection (General) Regulations, 2010*, permission is hereby granted to the RM of Mervin No. 499 and the Brightsand Lake Regional Park Authority including all Organized Hamlets of Brightsand Lake for various maintenance activities related to public boat launches, public beaches and aquatic vegetation removal within the bed, bank and boundary of Brightsand Lake.

This permit is issued subject to and is restricted to the following conditions:

1. All contractors are to receive copies of all permits before they begin any work. A copy of the permit must always be on site.
2. In protection of fish and fish habitat, no in-water work is allowed between **April 16– June 30** of any year unless the work site has been fully isolated with appropriate sediment control measures. These measures can include but are not limited to, the installation of siltation curtains [see WSA M12-Siltation Curtain].

### **Public Boat Launches**

3. Rock and gravel placed on the boat launch must be clean and free of silt, oil, grease or other contaminants and must originate outside the flood plain of any water body.
4. Replacement boat launch pads must be clean and free of any debris or contaminants. Replacement concrete pads are to be pre-cast concrete. Cast-in-place concrete installations are not permitted under authority of this permit. All concrete products must be sufficiently cured to prevent leaching prior to placement within the water body.
5. No dredging of the water body bed or reshaping of the bank is to be performed.
6. Any disturbance of the shoreline or lake bed that occurs during dock placement, installation, or removal will be minimal and shall be stabilized immediately using an appropriate and approved method.

### **Public Beach Maintenance**

7. No expansion of the existing developed beachfront is permitted.
8. New sand shall be obtained from outside the floodplain, bed, bank or boundary of any water body or watercourse.
9. All new sand deposited on existing developed beachfront shall be clean and free of silt, clay and other contaminants.

10. Terrestrial vegetation on an existing developed public beach may be tilled or harrowed providing such vegetation is not functioning to stabilize the shoreline.
11. Any dead and detached aquatic vegetation that washes ashore may be removed to an approved location where it cannot re-enter any water body.

### **Vegetation Removal**

12. Only select dead trees and deadfall are to be removed. Tree roots and stumps will be left intact and undisturbed. Trees and deadfall shall only be removed by hand or with hand tools such as saws, axes or chainsaws.
13. No chemical spraying of stumps or other vegetation is permitted.
14. Notwithstanding Condition 10, tilling, harrowing or cultivating methods to remove vegetation is prohibited.
15. Submerged and emergent aquatic vegetation removal is restricted to developed public swimming areas.
16. Submerged and emergent aquatic vegetation within developed public swimming areas may be removed to a maximum depth of 2m of water depths.
17. Nuisance aquatic vegetation may be temporarily stockpiled along the shoreline for later removal to an approved location.
18. The use of equipment in collection of stockpiled nuisance aquatic vegetation is permissible but must be kept to a minimum to avoid disturbance to water body bank.

### **General Conditions**

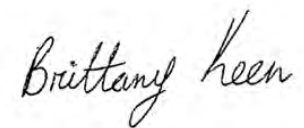
19. No machinery or heavy equipment is to enter the water under any circumstances. The only exceptions are the use of necessary attached booms, buckets, other tools, or implements.
20. Machinery and heavy equipment must arrive at the project site clean and free of fluid leaks or accumulations of external contaminants that may include, but are not limited to oil, fuel, grease, other lubricants, soils, muds or plant materials.
21. Machinery and heavy equipment must be cleaned fueled, serviced and stored in a manner that will not contaminate the bed, bank or boundary of any water body or watercourse.
22. Effective measures must be used to minimize any damage to the bed, bank or boundary of water bodies and water courses from the transport and operation of heavy equipment. Machinery and heavy equipment must be located and operated from a stable location.
23. Effective erosion control measures must be installed, monitored, maintained and replaced or upgraded as necessary prior to, during and following project completion to ensure they remain effective until the project site stabilized and re-vegetates.
24. Excavated and stockpiled materials shall be located above the bank and stabilized so they will not erode into any water bodies or watercourses.



25. All disturbed project site areas including disturbed slopes or banks adjacent to any water body, shall be stabilized with short and long-term erosion control measures that have been tailored to site conditions.
26. All project debris, including any structures removed or replaced and temporary works must be removed and disposed of appropriately.
27. Adequate precautions must be taken to prevent debris and sediment from entering the water. Any project debris entering the water must be removed as soon as practical and disposed of in approved sites. It is unacceptable to bury or burn any debris on site.
28. Materials such as oil, asphalt, and tar used in road repairs must not enter watercourses or water bodies.
29. No earthen fill, sand or any other material shall be deposited below the bank.
30. To maintain shoreline stability, no rock shall be removed from the bed, bank or boundary of any waterbody or watercourse.
31. Sediment control measures (e.g., siltation curtain) must be appropriate to site conditions including expected water depth, wind and wave action and must be installed around the perimeter of the work area before starting work and during in-water work to prevent re-suspended sediment from dispersing to adjacent areas.
32. Sediment control measures will be regularly inspected and maintained or repaired if any damage occurs, and must be left in place following in-water activity until suspended sediment has settled and must be removed in a way that prevents the escape or re-suspension of sediments.
33. Hazardous substances such as fuel, oil, grease, paint and solvents must be stored where they will not contaminate any water body or watercourse and be disposed of appropriately.
34. The Permit Holder is solely responsible for all design, safety and workmanship aspects of all works associated with this permit.
35. The Permit Holder may be ordered to cease any or all work regarding this project if, in the Agency's opinion, the work is or may cause harm to the environment.
36. The Permit Holder may be ordered to do any further work required to rectify any actual or potential problems deemed necessary to protect the environment.
37. The Permit Holder agrees to all conditions and/or orders regarding this permit.
38. This permit is valid until **March 31, 2027**. Re-application is required if further work is planned.

This permit allows you to undertake activities affecting the bed, bank and boundary of a water body or watercourse that are otherwise prohibited under subsection 38(4) of *The Environmental Management and Protection Act, 2010*. This permit does not replace or supersede any approvals, licenses, or authorizations, including building permits that may be required under municipal, provincial or federal legislation. The permit holder will maintain in force all such approvals, licenses or authorizations that may be required.

WATER SECURITY AGENCY

A handwritten signature in black ink that reads "Brittany Keen". The signature is written in a cursive, flowing style.

Brittany Keen  
For John Salamon  
Aquatic Habitat Protection Specialist,  
Science and Licensing Division

**Shiloh Bronken**

---

**From:** Roberta Fey  
**Sent:** March 1, 2024 4:26 PM  
**To:** Shiloh Bronken  
**Subject:** FW: PARCS UPDATE #2024-01

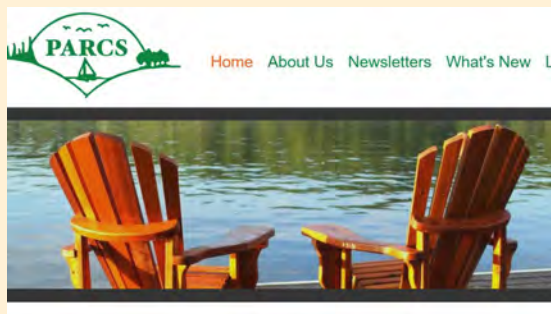
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**From:** PARCS <parcs-sasktel.net@shared1.ccsend.com>  
**Sent:** March 1, 2024 4:25 PM  
**To:** Roberta Fey <rm499@rmofmervin.com>  
**Subject:** PARCS UPDATE #2024-01

You don't often get email from [parcs-sasktel.net@shared1.ccsend.com](mailto:parcs-sasktel.net@shared1.ccsend.com). [Learn why this is important](#)

**PARCS UPDATE #2024-01:**

**<https://www.skparcs.com>**

**There have been a few changes this year to PARCS.**

Lynn Saas retired last November. Lynne joined the PARCS Board of Directors in 2011 thru to 2012. In 2013 Lynne accepted the position of Coordinator of Member Services until November 2024. We thank Lynn for her dedicated services and wish her a wonderful Retirement.

We welcome Alice Davis as the new Coordinator of Member Services.

We also have a new address and phone number.

PARCS  
c/o Alice Davis  
Box 233  
Stockholm, SK S0A 3Y0  
Phone: 306-531-9466

## **2024 Board Members**

Garry Dixon, President

Doug Allan, 1<sup>st</sup> Vice President

Linda Anweiler, 2nd Vice President

Edie Thompson, Director, SW

Ina McOuat, Director, NW

Amy Shipley, Director, NE

Bruce Bondar, Director, SE

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## **SAMA 2025 REVALUATION**

On November 29, 2023, a PARCS Board of Director member, previously appointed as a member of the Saskatchewan Assessment Management Agency (SAMA) advisory board, attended the SAMA Annual Fall Advisory Meeting.

Takeaways from the meeting were:

### **1. 2025 Revaluation**

a) Preparation for the 2025 revaluation is well under way with the base date set as January 1, 2023. The base date is the final date that any sales will be considered for the 2025 revaluation.

b) The provincial government has not yet set the % of values for 2025.

c) Preliminary 2025 Revaluation – Assessment trends for the twelve property classes that are assessed have been estimated with all classes showing increases. These values are general and not municipality specific.

i) Residential will increase 9%.

ii) Seasonal residential (these are properties associated with a resort type nature) will increase 25%.

iii) Multi-family residential will not increase.

iv) Both Agricultural non arable and arable land will increase 40%

v) Commercial property will increase 15%.

vi) Oil and gas will increase 21%.

vii) Increases for the following will be: Heavy Industrial 20%, Elevator 27%, Pipeline 34%, Railway RW 19% and provincial properties 0%.

### **2. Sales Count**

The amount of property sales has changed significantly for the 2025 revaluation versus the 2021 revaluation:



- a) Residential sales increased from 22,097 to 27,293 or an increase of 24%
- b) Seasonal (resort) sales increased from 1,659 to 2,289 or an increase of 38%
- c) Multi-family sales increased from 802 to 2,173 or an increase of 172%
- d) Commercial sales increased from 1,020 to 1,551 or an increase of 52%
- e) Arable land sales decreased from 23,637 to 15,514 or a decrease of 34%
- f) Non arable land sales decreased from 4,072 to 3,570 or a decrease of 12%

With the increased residential sales this allows for a more accurate and consistent assessment.

### **3. CONSIDERATIONS:**

Based on the International Property Tax Institute (IPTI) report and a Saskatchewan Urban Municipalities Association (SUMA) review of the Property Tax System in Saskatchewan, SAMA is being asked to investigate and identify “options for change”:

- a) Elimination of Provincial Percentages of Value.
- b) Shorten the 4-year revaluation cycle. c)  
Shorten the base date from the current 24 months prior to revaluation.
- d) Use true market values for both regulated and non-regulated properties.

Although higher property assessments do not relate to higher property taxes it is often a means for municipalities to increase their tax base.

## **An Invitation To Participate in Upcoming Consultations on Bill 615 - Wetland Conservation**

As the Sask NDP Critic for the Water Security Agency, I recently tabled **Bill 615, An Act Respecting Comprehensive Wetland Conservation Policy**.

The Sask Party government is bankrupting our province's future through its regressive approach to wetland conservation and broader environmental stewardship. About 10,000 acres of wetlands are lost on average each year in Saskatchewan and there are no signs of this slowing down any time soon. Much of this loss is through unregulated and illegal drainage that negatively impacts the health of our watersheds while pitting neighbor against neighbor. Not only are wetlands our best natural carbon sink, but they also reduce the impact of flooding and drought, something we've been all too familiar with here in the Prairies.

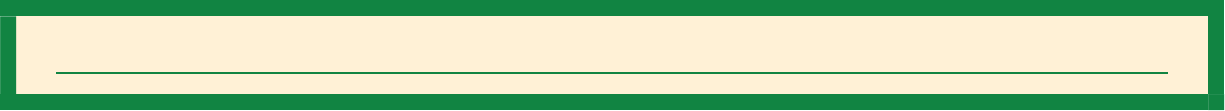
**Saskatchewan is the only province in Canada without a wetland conservation policy.** The Provincial Auditor has flagged the need to develop policies around wetland retention and water quality. Saskatchewan municipalities have created policies and called for a unified provincial strategy. This bill, if passed, would require the province to develop such a policy. It specifies that the policy must be informed by meaningful consultation that considers the interests of all affected stakeholders.

I am hosting a series of upcoming meetings at several locations in the province where I will present Bill 615 and facilitate a round table discussion to gather feedback on the bill.

Swift Current: Wednesday, March 6, 2024, 1:30-3:30pm at First United Church

Whitewood: Tuesday, March 12, 2024, 1:30-3:30 Harmony Club

Prince Albert: Mid-March. Details TBD



PARCS | Box 233, Stockholm, S0A 3Y0 Canada

[Unsubscribe rm499@rmofmervin.com](mailto:rm499@rmofmervin.com)

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**MINUTES OF THE NORTH SASKATCHEWAN RIVER MUNICIPAL HEALTH HOLDINGS**  
**R.M. of Mervin Office Council Chambers, Turtleford, Saskatchewan**  
**February 19, 2024**

- PRESENT:** Clarence Pearce – Village of Mervin  
Leonard Larre – R.M. of Frenchman Butte No. 501  
Karen Perry – R.V. of Kivimaa-Moonlight Bay  
Melvin Pritchett – Village of Glaslyn  
Nancy Schneider – Town of St. Walburg  
Janessa Macnab - Administrator
- ATTENDED VIA CONFERENCE CALL:**  
Ina McOuat – R.M. of Meota No. 468  
Laurel Derenoski – R.M. of Turtle River No. 469  
Val Spencer – R.M. of Mervin No. 499
- CALL TO ORDER:** Chairman Clarence Pearce called the meeting to order at 7:34 p.m.
- AGENDA:** *Larre:* That the agenda be accepted as amended. **Carried.**
- MINUTES:** *Perry:* That the minutes of the January 15, 2024 meeting be accepted as amended. **Carried.**
- REPORTS:** Edam Medical Clinic renovations should be completed by the end of February.  
Upcoming Provider holidays are as follows: Dr. Sadri – Mar. 28 – Apr. 1, Dr. Shafiee – Feb. 26 – Mar. 2 & Mar. 20 – Apr. 21. Locum services are being requested from Mar. 20 – Apr. 21; currently, April 2-5 will be covered by Dr. Reitz.
- 2024 INSURANCE:** *Pritchett:* That we approve the Insurance Policy as presented by Revise Insurance Ltd. for 2024.
- HIRING POLICY:** *Larre:* That we approve the amendments to the Human Resources Hiring Policy provided by Greenline Consulting as discussed. **Carried.**
- BUDGET:** *Schneider:* That the budget for 2024 be approved with revenues of \$519,792.00, and expenses of \$519,792.00, as attached to and forming part of these minutes. **Carried.**
- SW CASUAL HIRE:** *Pritchett:* That we hire a casual Medical Office Assistant for the St. Walburg Medical Clinic as discussed. **Carried.**

## MINUTES FROM REGULAR NSRMHH MEETING OF FEBRUARY 19, 2024

- EQUIPMENT** *Pritchett:* That we approve the purchase of one (1) Welch Allyn Braun ThermoScan PRO 6000 Ear Thermometer at a cost of \$317.79 plus applicable taxes, and one (1) Welch Allyn Complete Kleenspec Cordless Illumination System at a cost of \$401.25 plus applicable taxes, for the Riverside Medical Clinic. **Carried.**
- CORRESPONDENCE:** *Schneider:* That the correspondence having been read as attached be filed. **Carried.**
- FINANCIALS:** *Larre:* That we approve the amended Accounts for Payment list for January 15, 2024, with the correction to the Sasktel Invoice for Glaslyn, totaling \$42,847.40. **Carried.**
- Perry:* That the Statement of Receipts and Payments, Bank Reconciliation, Income Statement and Balance Sheet for January be accepted as presented. **Carried.**
- Perry:* That the Accounts for Payment list, including direct payments, debit purchases & cheque number 2267 to 2273 inclusive totaling \$91,450.36 be approved for payment as presented. **Carried.**
- NEXT MEETING:** The next meeting date will be set for **Monday, March 18, 2024 at 7:30 p.m.** in the Council Chambers of the R.M. of Mervin office and by WebEx Conference.
- ADJOURNMENT:** *Pritchett:* That we now adjourn at 8:58 p.m. **Carried.**

---

 Chairperson

---

 Administrator



**Shiloh Bronken**

---

**From:** Roberta Fey  
**Sent:** March 1, 2024 9:35 AM  
**To:** Shiloh Bronken  
**Subject:** FW: NCTPC Membership & AGM  
**Attachments:** RM of Mervin.pdf

I have a copy of the invoice.

Roberta Fey  
 Office Manager  
 R.M. of Mervin No. 499

---

**From:** North Central Transportation Planning Committee <nctpc1998@gmail.com>  
**Sent:** March 1, 2024 9:00 AM  
**To:** North Central Transportation Planning Committee <nctpc1998@gmail.com>  
**Cc:** Roberta Fey <rm499@rmofmervin.com>  
**Subject:** NCTPC Membership & AGM

You don't often get email from [nctpc1998@gmail.com](mailto:nctpc1998@gmail.com). [Learn why this is important](#)

## North Central Transportation Planning Committee

invite you to attend its

### Annual General Meeting

Thursday, April 18, 2024 @ 3:00 p.m.

Senior Citizens Centre

Blaine Lake

**Elections for Urban Division 2, 4 and 6 and Rural 1, 3 and 5, Industry and First Nations will be held and all municipalities in those divisions with paid memberships are welcome to nominate for those divisions up for election for 2024-2025.**

#### 2023-2024 NCTPC Board of Directors

Division 1 Urban – Kyler Broad – Town of Cudworth  
 Division 1 Rural – Henry Gareau – RM of St. Louis  
 Division 2 Urban – Richard Porter – Town of Rosthern  
 Division 2 Rural – Jim Joannette – RM of Blaine Lake  
 Division 3 Urban – John Herd – Town of Birch Hills  
 Division 3 Rural – Edwin Rundbraaten – RM of Invergordon  
 Division 4 Urban – George Tomporowski – Town of Shellbrook

Division 4 Rural – Randy Aumack – RM of Meeting Lake  
Division 5 Urban – Nancy Schneider – Town of St. Walburg  
Division 5 Rural – Russ Jones – RM of Meadow Lake  
Division 6 Urban – Louis McCaffrey – Appointed by Board  
Division 6 Rural – Zane Lacoursiere – RM of Turtle River  
Industry - Vacant  
First Nations - Vacant

**Contact Person is Richard Porter @ 306-747-7694**

**[rporkyporter@sasktel.net](mailto:rporkyporter@sasktel.net)**

*Your NCTPC Membership Invoice for 2024-2025 is attached.*

Beth Herzog  
Executive Administrator  
NCTPC  
Box 972  
Shellbrook, SK  
S0J 2E0  
[nctpc1998@gmail.com](mailto:nctpc1998@gmail.com)

Report Date  
2024-03-09 11:29 AM

**RM of Mervin**  
**Statement of Financial Activities - Detailed**  
For the Period Ending February 29, 2024

Page 1

	Current	Year To Date	Budget	Variance	%
<b>REVENUES</b>					
<b>TAXATION</b>					
<b>Municipal Taxes</b>					
410-110-100 - General Municipal Levy			6,680,560.00	(6,680,560.00)	100.00-
410-120-100 - Abatements and Adjustments			(15,000.00)	15,000.00	100.00
410-130-100 - Discount on Municipal Tax - Property	(238.39)	(702.42)	(164,820.00)	164,117.58	99.57
	<b>(238.39)</b>	<b>(702.42)</b>	<b>6,500,740.00</b>	<b>(6,501,442.42)</b>	<b>100.01-</b>
<b>Penalties on Tax Arrears</b>					
410-400-210 - Penalty on Mun Taxes Arrears - Proper	3,655.55	8,402.05	24,000.00	(15,597.95)	64.99-
	<b>3,655.55</b>	<b>8,402.05</b>	<b>24,000.00</b>	<b>(15,597.95)</b>	<b>64.99-</b>
<b>TOTAL TAXATION:</b>	<b>3,417.16</b>	<b>7,699.63</b>	<b>6,524,740.00</b>	<b>(6,517,040.37)</b>	<b>99.88-</b>
<b>FEES AND CHARGES</b>					
<b>Custom Work</b>					
420-100-110 - F&C - Custom Work - Public Works	640.00	640.00	55,000.00	(54,360.00)	98.84-
420-100-120 - F&C - Custom Work - Tax Enforcemen	525.00	525.00		525.00	
420-100-140 - F&C - RM Carwash Revenue	7,145.21	13,715.14	50,000.00	(36,284.86)	72.57-
	<b>8,310.21</b>	<b>14,880.14</b>	<b>105,000.00</b>	<b>(90,119.86)</b>	<b>85.83-</b>
<b>Sale of Supplies and Gravel</b>					
420-200-100 - F&C - Sale of Gravel			55,000.00	(55,000.00)	100.00-
420-200-110 - F&C - Sale of Inventory - PW			6,700.00	(6,700.00)	100.00-
420-200-200 - F&C - Sale of Supplies - Office	141.05	193.57	2,700.00	(2,506.43)	92.83-
420-200-900 - F&C - DO NOT USE Other (Rev.)	(395.59)				
420-200-940 - F&C - Subdivision Fees		1,500.00		1,500.00	
420-200-945 - F&C - Building Inspection Fees	(1,410.62)				
	<b>(1,665.16)</b>	<b>1,693.57</b>	<b>64,400.00</b>	<b>(62,706.43)</b>	<b>97.37-</b>
<b>Rentals</b>					
420-300-100 - F&C - Rentals - Facilities		2,060.00	72,000.00	(69,940.00)	97.14-
	<b>0.00</b>	<b>2,060.00</b>	<b>72,000.00</b>	<b>(69,940.00)</b>	<b>97.14-</b>
<b>Policing and Fire Fees</b>					
420-400-110 - F&C - Fine Revenue (Gov't of SK)	166.90	166.90		166.90	
	<b>166.90</b>	<b>166.90</b>	<b>0.00</b>	<b>166.90</b>	<b>0.00</b>
<b>Cemetery Fees</b>					
420-600-100 - F&C - Cemetery Fees	300.00	1,200.00		1,200.00	
	<b>300.00</b>	<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>	<b>0.00</b>
<b>Licenses and Permits</b>					
420-700-100 - F&C - PermitNow		804.00		804.00	
420-700-220 - F&C - License Fee - Oil Sand Landfill	11,378.25	11,378.25	11,000.00	378.25	3.44
420-710-100 - F&C - Dev. & Building Permits	720.00	2,280.00	30,000.00	(27,720.00)	92.40-
420-710-200 - F&C - Approach Permits	145.24	145.24		145.24	
	<b>12,243.49</b>	<b>14,607.49</b>	<b>41,000.00</b>	<b>(26,392.51)</b>	<b>64.37-</b>
<b>Other</b>					
<b>Tax Certificate</b>					
420-800-100 - F&C - Tax Certificate	30.00	160.00	3,500.00	(3,340.00)	95.43-
	<b>30.00</b>	<b>160.00</b>	<b>3,500.00</b>	<b>(3,340.00)</b>	<b>95.43-</b>
<b>General Office Services Provided</b>					

Report Date  
2024-03-09 11:29 AM

**RM of Mervin**  
**Statement of Financial Activities - Detailed**  
For the Period Ending February 29, 2024

Page 2

	Current	Year To Date	Budget	Variance	%
420-800-220 - F&C - Appeal Fees	300.00	300.00	2,500.00	(2,200.00)	88.00-
	<b>300.00</b>	<b>300.00</b>	<b>2,500.00</b>	<b>(2,200.00)</b>	<b>88.00-</b>
<b>Landfill/Waste Collection Fees</b>					
420-850-100 - F&C - Garbage Tags	1,839.00	1,959.00	21,000.00	(19,041.00)	90.67-
420-850-110 - F&C - Transfer Site Fees	(310.00)	599.00	44,400.00	(43,801.00)	98.65-
420-850-120 - F&C - Health Holdings Contract Work	(4,484.46)		477,690.00	(477,690.00)	100.00-
	<b>(2,955.46)</b>	<b>2,558.00</b>	<b>543,090.00</b>	<b>(540,532.00)</b>	<b>99.53-</b>
<b>Hamlets</b>					
420-910-101 - F&C - LL Revenue	372.34	484.84		484.84	
<b>Total Hamlets:</b>	<b>372.34</b>	<b>484.84</b>	<b>0.00</b>	<b>484.84</b>	<b>0.00</b>
	<b>(2,253.12)</b>	<b>3,502.84</b>	<b>549,090.00</b>	<b>(545,587.16)</b>	<b>99.36-</b>
<b>TOTAL FEES AND CHARGES:</b>	<b>17,102.32</b>	<b>38,110.94</b>	<b>831,490.00</b>	<b>(793,379.06)</b>	<b>95.42-</b>
<b>MAINTENANCE AND DEVELOPMENT CHARGES</b>					
<b>Road Maintenance and Restoration Agreements</b>					
430-100-100 - M&D - Campgrounds Maintenance Fee			29,650.00	(29,650.00)	100.00-
	<b>0.00</b>	<b>0.00</b>	<b>29,650.00</b>	<b>(29,650.00)</b>	<b>100.00-</b>
<b>Development Charges</b>					
430-200-100 - M&D - Dev Service Fee For Road		1,610.00	3,200.00	(1,590.00)	49.69-
	<b>0.00</b>	<b>1,610.00</b>	<b>3,200.00</b>	<b>(1,590.00)</b>	<b>49.69-</b>
<b>TOTAL MAINTENANCE AND DEVELOPMENT</b>	<b>0.00</b>	<b>1,610.00</b>	<b>32,850.00</b>	<b>(31,240.00)</b>	<b>95.10-</b>
<b>UTILITIES</b>					
<b>Water</b>					
440-100-110 - Water Revenue - SPLK		5,778.29	19,070.00	(13,291.71)	69.70-
440-100-111 - Water Revenue - Livelong		8,773.42	34,900.00	(26,126.58)	74.86-
440-100-112 - Water Revenue - EVTL		(2,300.00)	55,000.00	(57,300.00)	104.18-
	<b>0.00</b>	<b>12,251.71</b>	<b>108,970.00</b>	<b>(96,718.29)</b>	<b>88.76-</b>
<b>TOTAL UTILITIES:</b>	<b>0.00</b>	<b>12,251.71</b>	<b>108,970.00</b>	<b>(96,718.29)</b>	<b>88.76-</b>
<b>UNCONDITIONAL TRANSFERS</b>					
<b>Unconditional Transfers</b>					
450-105-100 - Municipal Revenue Sharing (MRS)			379,540.00	(379,540.00)	100.00-
450-120-100 - Organized Hamlets			115,000.00	(115,000.00)	100.00-
	<b>0.00</b>	<b>0.00</b>	<b>494,540.00</b>	<b>(494,540.00)</b>	<b>100.00-</b>
<b>TOTAL UNCONDITIONAL TRANSFERS:</b>	<b>0.00</b>	<b>0.00</b>	<b>494,540.00</b>	<b>(494,540.00)</b>	<b>100.00-</b>
<b>CONDITIONAL GRANTS</b>					
<b>Federal</b>					
450-200-070 - Investing Canada Infrastructure (ICIP)			1,000,000.00	(1,000,000.00)	100.00-
	<b>0.00</b>	<b>0.00</b>	<b>1,000,000.00</b>	<b>(1,000,000.00)</b>	<b>100.00-</b>
<b>Provincial</b>					
450-350-100 - Canada Community Building (CCBF)			84,000.00	(84,000.00)	100.00-

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	<b>0.00</b>	<b>0.00</b>	<b>84,000.00</b>	<b>(84,000.00)</b>	<b>100.00-</b>
<b>Local</b>					
450-430-100 - SGI Registration Refund	607.89	607.89		607.89	
	<b>607.89</b>	<b>607.89</b>	<b>0.00</b>	<b>607.89</b>	<b>0.00</b>
<b>TOTAL CONDITIONAL GRANTS:</b>	<b>607.89</b>	<b>607.89</b>	<b>1,084,000.00</b>	<b>(1,083,392.11)</b>	<b>99.94-</b>
<b>GRANTS IN LIEU OF TAXES</b>					
<b>Provincial</b>					
450-610-100 - GIL - Provincial Sasktel			9,390.00	(9,390.00)	100.00-
	<b>0.00</b>	<b>0.00</b>	<b>9,390.00</b>	<b>(9,390.00)</b>	<b>100.00-</b>
<b>Local</b>					
450-730-100 - GIL - Local - Treaty Land			10,000.00	(10,000.00)	100.00-
	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>(10,000.00)</b>	<b>100.00-</b>
<b>TOTAL GRANTS IN LIEU OF TAXES:</b>	<b>0.00</b>	<b>0.00</b>	<b>19,390.00</b>	<b>(19,390.00)</b>	<b>100.00-</b>
<b>CAPITAL ASSET PROCEEDS</b>					
<b>Capital Asset Proceeds</b>					
460-120-200 - CA - Sale of Equipment		6,500.00		6,500.00	
460-200-100 - GG - Land Sales - Gain/Loss		(3,947.48)		(3,947.48)	
460-220-500 - TS - Sale of Machinery/Eqmt - Gain/Lo			150,000.00	(150,000.00)	100.00-
	<b>0.00</b>	<b>2,552.52</b>	<b>150,000.00</b>	<b>(147,447.48)</b>	<b>98.30-</b>
<b>TOTAL CAPITAL ASSET PROCEEDS:</b>	<b>0.00</b>	<b>2,552.52</b>	<b>150,000.00</b>	<b>(147,447.48)</b>	<b>98.30-</b>
<b>INVESTMENT INCOME AND COMMISSIONS</b>					
<b>Investment and Income Revenue</b>					
470-100-100 - Interest Revenue	53,661.36	58,525.75	160,000.00	(101,474.25)	63.42-
470-120-100 - Dividends Revenue		1,218.00		1,218.00	
470-900-100 - Credit Card Fees	237.52	356.57		356.57	
	<b>53,898.88</b>	<b>60,100.32</b>	<b>160,000.00</b>	<b>(99,899.68)</b>	<b>62.44-</b>
<b>TOTAL INVESTMENT INCOME AND COMMIS</b>	<b>53,898.88</b>	<b>60,100.32</b>	<b>160,000.00</b>	<b>(99,899.68)</b>	<b>62.44-</b>
<b>TOTAL REVENUES:</b>	<b>75,026.25</b>	<b>122,933.01</b>	<b>9,405,980.00</b>	<b>(9,283,046.99)</b>	<b>98.69-</b>
<b>EXPENDITURES</b>					
<b>GENERAL GOVERNMENT SERVICES</b>					
<b>Wages &amp; Benefits</b>					
<b>Wages</b>					
510-110-110 - GG - Council	5,112.55	8,606.14	68,000.00	59,393.86	87.34
	<b>5,112.55</b>	<b>8,606.14</b>	<b>68,000.00</b>	<b>59,393.86</b>	<b>87.34</b>
510-110-230 - GG - Administration	43,265.61	80,640.44	480,000.00	399,359.56	83.20
	<b>48,378.16</b>	<b>89,246.58</b>	<b>548,000.00</b>	<b>458,753.42</b>	<b>83.71</b>
<b>Benefits</b>					
510-130-230 - GG - Admin. - CPP EI MEPP SARM	35,367.16	67,425.97	105,000.00	37,574.03	35.78
510-130-231 - GG - Council - CPP	67.58	92.70	650.00	557.30	85.74
510-130-234 - GG - SK WCB	15,988.85	15,988.85	32,000.00	16,011.15	50.03



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	<b>51,423.59</b>	<b>83,507.52</b>	<b>137,650.00</b>	<b>54,142.48</b>	<b>39.33</b>
	<b>99,801.75</b>	<b>172,754.10</b>	<b>685,650.00</b>	<b>512,895.90</b>	<b>74.80</b>
<b>Professional/Contract Services</b>					
510-200-110 - GG - Cont. - Legal		725.00	150,000.00	149,275.00	99.52
510-200-130 - GG - Cont. - Audit/Accounting			29,120.00	29,120.00	100.00
510-200-150 - GG - Cont. - Assessment - SAMA	71,877.00	71,877.00	72,500.00	623.00	0.86
510-200-160 - GG - Cont. - Mentoring	974.80	974.80	7,500.00	6,525.20	87.00
510-200-170 - GG - Cont. - Advertising			3,500.00	3,500.00	100.00
510-210-100 - GG - Council - Incidental Allowance	1,690.73	2,936.17	26,000.00	23,063.83	88.71
510-210-150 - GG - Council - Training/Lodging/Meals	(62.35)	(62.35)	7,000.00	7,062.35	100.89
510-210-170 - GG - Admin. - Training, Travel & Meals		420.25	10,000.00	9,579.75	95.80
510-210-175 - GG - Admin - Communication Allowanc	178.56	357.12	2,340.00	1,982.88	84.74
510-220-100 - GG - Cont. - Office Caretaking	300.00	750.00	4,500.00	3,750.00	83.33
510-230-100 - GG - Cont. - Insurance - General & Bor	(326.20)	40,962.33	47,000.00	6,037.67	12.85
510-240-100 - GG - Cont. - Memberships & Subscripti	(111,667.31)	(94,389.48)	25,000.00	119,389.48	477.56
510-250-150 - GG - Cont. - IT [Bralin/MuniSoft]	3,218.61	3,218.61	72,000.00	68,781.39	95.53
510-260-100 - GG - Cont. - Tax Enforcement/Collectic			2,500.00	2,500.00	100.00
510-260-150 - GG - Cont. - Elections			2,500.00	2,500.00	100.00
510-270-100 - GG - Cont. - Maintenance & Repairs			1,500.00	1,500.00	100.00
510-280-130 - GG - Cont. - Community Relations	320.07	2,695.68	48,000.00	45,304.32	94.38
510-290-100 - GG - Cont. - Bank Charges	274.82	407.37	2,000.00	1,592.63	79.63
	<b>(33,221.27)</b>	<b>30,872.50</b>	<b>512,960.00</b>	<b>482,087.50</b>	<b>93.98</b>
<b>Utilities</b>					
510-300-120 - GG - Utility - New Off. Heat/Power/Wat	1,301.94	1,301.94	9,550.00	8,248.06	86.37
510-300-140 - GG - Utility - Telephone	550.05	1,100.15	7,200.00	6,099.85	84.72
510-300-141 - GG - Utility - Communications Allowanc			2,550.00	2,550.00	100.00
510-300-150 - GG - Utility - Internet	148.40	296.80	2,220.00	1,923.20	86.63
	<b>2,000.39</b>	<b>2,698.89</b>	<b>21,520.00</b>	<b>18,821.11</b>	<b>87.46</b>
<b>Maintenance, Material and Supplies</b>					
510-400-110 - GG - Maint. - Postage	337.36	315.28	15,000.00	14,684.72	97.90
510-410-140 - GG - Maint. - Office Stationary/Supplie	(351.63)	4,324.55	25,000.00	20,675.45	82.70
510-410-180 - GG - Maint. - Car Wash	14,023.90	17,164.48	90,000.00	72,835.52	80.93
510-450-100 - GG - Maint. - Election Supplies			2,500.00	2,500.00	100.00
510-470-100 - GG - Maint. - Pharmaceutical & First Ai			250.00	250.00	100.00
510-480-100 - GG - Maint. - Long Service Awards			2,300.00	2,300.00	100.00
510-490-100 - GG - Maint. - Office Repairs & Maint.	589.02	589.02	2,500.00	1,910.98	76.44
510-490-120 - GG - Hamlet - LL	1,776.24	2,268.63	81,000.00	78,731.37	97.20
510-490-121 - GG - Hamlet - TLSB	875.21	1,568.30	74,500.00	72,931.70	97.89
510-490-122 - GG - Hamlet - KOPP	329.19	1,228.66	33,650.00	32,421.34	96.35
510-490-123 - GG - Hamlet - EVTL	564.34	821.85	52,810.00	51,988.15	98.44
510-490-124 - GG - Hamlet - POWM	1,464.76	2,142.13	43,200.00	41,057.87	95.04
510-490-125 - GG - Hamlet - TLCV	926.88	952.09	3,500.00	2,547.91	72.80
510-490-126 - GG - Hamlet - HSBY	140.95	2,031.29	54,000.00	51,968.71	96.24
510-490-127 - GG - Hamlet - PARK	1,300.04	1,516.91	34,800.00	33,283.09	95.64
510-490-128 - GG - Hamlet - ASPN	20.00	37.34	2,400.00	2,362.66	98.44
510-490-129 - GG - Hamlet - MWRY	106.17	488.34	6,620.00	6,131.66	92.62
510-490-130 - GG - Hamlet - EVBS	384.67	641.92	65,500.00	64,858.08	99.02
510-490-131 - GG - Hamlet - CBSS		109.71	39,100.00	38,990.29	99.72
510-490-132 - GG - Hamlet - SUNY			5,600.00	5,600.00	100.00
510-490-133 - GG - Hamlet - DMWL	14.71	29.42	2,360.00	2,330.58	98.75
510-490-134 - GG - Hamlet - EAST			10,690.00	10,690.00	100.00

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510-490-135 - GG - Hamlet - SSVB	1,971.10	2,929.96	155,900.00	152,970.04	98.12
510-490-136 - GG - Hamlet - SAND			18,500.00	18,500.00	100.00
510-490-137 - GG - Hamlet - SPLK	741.43	964.10	68,200.00	67,235.90	98.59
	<b>25,214.34</b>	<b>40,123.98</b>	<b>889,880.00</b>	<b>849,756.02</b>	<b>95.49</b>
<b>Capital Expenditures</b>					
510-600-140 - GG - Purchase of Cap Assets - Equipm			10,000.00	10,000.00	100.00
	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>100.00</b>
<b>TOTAL GENERAL GOVERNMENT SERVICES</b>	<b>93,795.21</b>	<b>246,449.47</b>	<b>2,120,010.00</b>	<b>1,873,560.53</b>	<b>88.38</b>
<b>PROTECTIVE SERVICES</b>					
<b>POLICE PROTECTION</b>					
<b>Wages and Benefits</b>					
520-110-110 - PS - Police - Salaries	4,489.12	10,135.30	60,640.00	50,504.70	83.29
520-120-110 - PS - Police - Benefits	6,462.71	13,000.43	16,480.00	3,479.57	21.11
	<b>10,951.83</b>	<b>23,135.73</b>	<b>77,120.00</b>	<b>53,984.27</b>	<b>70.00</b>
<b>Professional/Contractual Services</b>					
520-210-100 - PS - Police - Justice Requisition			103,550.00	103,550.00	100.00
520-210-110 - PS - Police - Regional CSO			15,000.00	15,000.00	100.00
520-210-120 - PS - Police - Police Board Indem. & Mil			1,500.00	1,500.00	100.00
520-220-100 - PS - Police - Travel, Meal & Subsistence			3,500.00	3,500.00	100.00
520-230-100 - PS - Police - Insurance			2,400.00	2,400.00	100.00
520-240-100 - PS - Police - Memberships & Subscript	200.00	200.00	200.00		
520-250-100 - PS - Police - Contracted Repairs			2,500.00	2,500.00	100.00
	<b>200.00</b>	<b>200.00</b>	<b>128,650.00</b>	<b>128,450.00</b>	<b>99.84</b>
<b>Utilities</b>					
520-300-110 - PS - Police - Utility - Heat	399.80	399.80	3,000.00	2,600.20	86.67
520-300-120 - PS - Police - Utility - Power			3,500.00	3,500.00	100.00
520-300-140 - PS - Police - Utility - Telephone	294.95	525.76	3,500.00	2,974.24	84.98
520-300-150 - PS - Police - Utility - Radio		10,500.00	12,000.00	1,500.00	12.50
	<b>694.75</b>	<b>11,425.56</b>	<b>22,000.00</b>	<b>10,574.44</b>	<b>48.07</b>
<b>Maintenance, Materials and Supplies</b>					
520-410-100 - PS - Police - M&O - Advertising/Postag			500.00	500.00	100.00
520-420-100 - PS - Police - M&O - Office Supplies			2,500.00	2,500.00	100.00
520-420-105 - PS - Police - M&O - Office Maintenance			2,500.00	2,500.00	100.00
520-420-200 - PS - Police - M&O - Community Engag			2,500.00	2,500.00	100.00
520-430-100 - PS - Police - M&O - Vehicle/Equip Rep	1,257.44	1,343.84	5,000.00	3,656.16	73.12
520-430-110 - PS - Police - M&O - Oil & Gas	857.71	857.71	10,000.00	9,142.29	91.42
520-430-120 - PS - Maint. -2021 Ford F150	133.62	211.22		(211.22)	
520-440-100 - PS - Police - M&O - Small Tool/Equip/F	282.94	303.03	7,500.00	7,196.97	95.96
520-450-100 - PS - Police - M&O - Uniforms		42.00	2,000.00	1,958.00	97.90
	<b>2,531.71</b>	<b>2,757.80</b>	<b>32,500.00</b>	<b>29,742.20</b>	<b>91.51</b>
<b>Capital Expenditures</b>					
520-600-130 - PS - Police - Pur of Cap Assets - Mach			20,000.00	20,000.00	100.00
	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>100.00</b>
<b>TOTAL POLICE PROTECTION:</b>	<b>14,378.29</b>	<b>37,519.09</b>	<b>280,270.00</b>	<b>242,750.91</b>	<b>86.61</b>
<b>FIRE PROTECTION</b>					
<b>Professional/Contractual Services</b>					

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525-210-100 - PS - Fire - EMS Contract - 911		3,782.10	3,000.00	(782.10)	26.07-
525-210-110 - PS - Fire - Contracted Services			190,000.00	190,000.00	100.00
525-250-100 - PS - Fire - Contracted Repairs			50,000.00	50,000.00	100.00
	<b>0.00</b>	<b>3,782.10</b>	<b>243,000.00</b>	<b>239,217.90</b>	<b>98.44</b>
<b>Utilities</b>					
525-300-110 - PS - Fire - Utility - Heat			22,620.00	22,620.00	100.00
	<b>0.00</b>	<b>0.00</b>	<b>22,620.00</b>	<b>22,620.00</b>	<b>100.00</b>
<b>TOTAL FIRE PROTECTION:</b>	<b>0.00</b>	<b>3,782.10</b>	<b>265,620.00</b>	<b>261,837.90</b>	<b>98.58</b>
<b>TOTAL PROTECTIVE SERVICES:</b>	<b>14,378.29</b>	<b>41,301.19</b>	<b>545,890.00</b>	<b>504,588.81</b>	<b>92.43</b>
<b>TRANSPORTATION SERVICES</b>					
<b>MAINTENANCE</b>					
<b>Wages &amp; Benefits</b>					
<b>Wages</b>					
530-110-120 - TS - Maint. - Wages	43,461.70	92,982.17	1,140,000.00	1,047,017.83	91.84
530-110-150 - TS - Maint. - Salaries - Seasonal			35,000.00	35,000.00	100.00
	<b>43,461.70</b>	<b>92,982.17</b>	<b>1,175,000.00</b>	<b>1,082,017.83</b>	<b>92.09</b>
<b>Benefits</b>					
530-120-120 - TS - Maint. - Benefits	83,289.56	167,911.05	270,000.00	102,088.95	37.81
530-150-150 - TS - Maint. - Benefits - Seasonal			2,700.00	2,700.00	100.00
	<b>83,289.56</b>	<b>167,911.05</b>	<b>272,700.00</b>	<b>104,788.95</b>	<b>38.43</b>
	<b>126,751.26</b>	<b>260,893.22</b>	<b>1,447,700.00</b>	<b>1,186,806.78</b>	<b>81.98</b>
<b>Professional/Contractual Services</b>					
530-200-110 - TS - Maint. - Engineering	2,130.24	2,130.24	40,000.00	37,869.76	94.67
530-210-120 - TS - Maint. - Contract - Road Repair			440,000.00	440,000.00	100.00
530-210-140 - TS - Maint. - Contract - Other			124,000.00	124,000.00	100.00
530-250-100 - TS - Maint. - Travel, Meals & Training			3,800.00	3,800.00	100.00
530-280-100 - TS - Maint. - Memberships/Subscriptions			4,750.00	4,750.00	100.00
530-290-100 - TS - Maint. - Contracted Repairs			20,000.00	20,000.00	100.00
	<b>2,130.24</b>	<b>2,130.24</b>	<b>632,550.00</b>	<b>630,419.76</b>	<b>99.66</b>
<b>Utilities</b>					
530-300-120 - TS - Maint. - Utility - Power/Heat/Water	5,705.28	5,705.28	25,000.00	19,294.72	77.18
530-300-140 - TS - Maint. - Utility - Telephone	544.38	659.63	6,000.00	5,340.37	89.01
530-300-141 - TS - Maint. - Phone Allowance	(128.56)				
	<b>6,121.10</b>	<b>6,364.91</b>	<b>31,000.00</b>	<b>24,635.09</b>	<b>79.47</b>
<b>Maintenance, Materials &amp; Supplies</b>					
530-400-120 - TS - Maint. - Equipment Wash	193.20	386.40	6,500.00	6,113.60	94.06
530-410-100 - TS - Maint. - Shop Supply & Small Too	4,585.73	4,685.76	70,000.00	65,314.24	93.31
530-420-101 - TS - Maint. - 2020 160 Cat Grader #2	(787.67)	(787.67)	15,000.00	15,787.67	105.25
530-420-102 - TS - Maint. - 2020 Chev Silverado 250	16.96	16.96	8,000.00	7,983.04	99.79
530-420-107 - TS - Maint. - 1988 7120 CaselH Tracto			2,000.00	2,000.00	100.00
530-420-108 - TS - Maint. - JD 401 Tractor			500.00	500.00	100.00
530-420-115 - TS - Maint. - RR1500 Degelman Rock I			500.00	500.00	100.00
530-420-116 - TS - Maint. - 2004 Walk'N'Roll Packer			500.00	500.00	100.00
530-420-119 - TS - Maint. - 1992 7120 CaselH Tracto			2,000.00	2,000.00	100.00
530-420-122 - TS - Maint. - JD Crawler Loader	9.14	9.14		(9.14)	
530-420-125 - TS - Maint. - Schulte Flex Arm			3,000.00	3,000.00	100.00

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	Current	Year To Date	Budget	Variance	%
530-420-126 - TS - Maint - Bobcat Skidsteer			5,000.00	5,000.00	100.00
530-420-129 - TS - Maint - 2011 JD 7530 Tractor			5,000.00	5,000.00	100.00
530-420-131 - TS - Maint - 2011 Cat 430E Backhoe			7,500.00	7,500.00	100.00
530-420-134 - TS - Maint - 2013 Dodge 1500 Serv. Tr	1,419.50	1,419.50	2,500.00	1,080.50	43.22
530-420-137 - TS - Maint - 2012 JD 624 Loader			10,000.00	10,000.00	100.00
530-420-139 - TS - Maint - 2013 Walk 'N Roll Packer			500.00	500.00	100.00
530-420-140 - TS - Maint - 2012 Case IH 210 Tractor			7,500.00	7,500.00	100.00
530-420-141 - TS - Maint - 2013 Cat 140M #3 Grader	894.78	894.78	10,000.00	9,105.22	91.05
530-420-142 - TS - Maint - 2016 Western Star	2,334.12	2,334.12	25,000.00	22,665.88	90.66
530-420-143 - TS - Maint. - EZ Move Packer			300.00	300.00	100.00
530-420-144 - TS - Maint - 2013 Chev Silverado 3500	1,299.72	1,299.72	5,000.00	3,700.28	74.01
530-420-145 - TS - Maint - 2015 Freightliner 122SD T	2,734.80	2,734.80	25,000.00	22,265.20	89.06
530-420-148 - TS - Maint - 2016 JD 872GP Grader E	43.75	43.75		(43.75)	
530-420-151 - TS - Maint - Tenco/Weldco Sanders			1,500.00	1,500.00	100.00
530-420-152 - TS - Maint - 2016 Arne's Gravel Trailer	769.56	857.68	15,000.00	14,142.32	94.28
530-420-153 - TS - Maint - 2016 JD 872GP Grader E	79.60	79.60	15,000.00	14,920.40	99.47
530-420-154 - TS - Maint - Volvo L90G Loader			7,500.00	7,500.00	100.00
530-420-155 - TS - Maint. - Trailers	1,376.26	1,389.25	7,500.00	6,110.75	81.48
530-420-156 - TS - Maint -2018 John Deere 770GP G	705.96	705.96	15,000.00	14,294.04	95.29
530-420-157 - TS - Maint. - 2019 Ford XLT Serv Trucl	246.90	246.90	7,500.00	7,253.10	96.71
530-420-158 - TS - Maint - 2018 JD 872GP Grader	705.96	705.96	15,000.00	14,294.04	95.29
530-420-159 - TS - Maint - 2013 GMC 2500HD	76.30	76.30	5,000.00	4,923.70	98.47
530-420-162 - TS - Maint - 2004 Western Star	1,683.30	1,683.30	15,000.00	13,316.70	88.78
530-420-164 - TS - Maint - 1994 Intern. Vac Truck	107.06	107.06		(107.06)	
530-420-165 - TS - Maint - 2008 Western Star	2,013.81	2,707.11	15,000.00	12,292.89	81.95
530-420-166 - TS - Maint - 2022 Rhino Mower #1			3,000.00	3,000.00	100.00
530-420-167 - TS - Maint - 2022 Rhino Mower #2			3,000.00	3,000.00	100.00
530-420-168 - TS - Maint -1993 Kenworth T800	225.78	225.78	10,000.00	9,774.22	97.74
530-420-170 - TS - Maint - Mandako Reddi Arm	7.63	7.63	7,500.00	7,492.37	99.90
530-420-171 - TS - Maint.- 270D Trackhoe			5,000.00	5,000.00	100.00
530-420-172 - TS - Maint - 2022 JD 872GP Grader			15,000.00	15,000.00	100.00
530-420-173 - TS - Maint. - 2023 GMC Sierra 2500			7,500.00	7,500.00	100.00
530-420-174 - TS - Maint - 2017 Point Shredder	370.63	370.63	15,000.00	14,629.37	97.53
530-420-175 - TS - Maint - 2016 Claas Xerion Tractor			15,000.00	15,000.00	100.00
530-420-176 - TS - Maint - 2013 Dyna Pac Packer	1,320.01	1,320.01	10,000.00	8,679.99	86.80
530-420-177 - TS - Maint - 2011 Loadline Trailer	687.94	687.94	10,000.00	9,312.06	93.12
530-420-178 - TS - Maint- 2003 Western Star Vac Trl	270.30	270.30	15,000.00	14,729.70	98.20
530-425-110 - TS - Maint. - Fuel	5,472.95	5,472.95	400,000.00	394,527.05	98.63
530-425-111 - TS - Maint. - Oil	370.64	370.64	35,000.00	34,629.36	98.94
530-430-120 - TS - Maint. - Machine - Blades			52,900.00	52,900.00	100.00
530-440-100 - TS - Maint. - Gravel/Sand			350,000.00	350,000.00	100.00
530-450-100 - TS - Maint. - Culverts/Drainage			20,000.00	20,000.00	100.00
530-460-100 - TS - Maint. - Asphalt/Surfacing Materia			42,000.00	42,000.00	100.00
530-470-100 - TS - Maint. - Road/Street Signs			40,000.00	40,000.00	100.00
530-480-110 - TS - Maint. - Golf Cart Plates	1,131.55	1,131.55	1,000.00	(131.55)	13.16-
	<b>30,366.17</b>	<b>31,453.81</b>	<b>1,387,200.00</b>	<b>1,355,746.19</b>	<b>97.73</b>
<b>Capital Expenditures</b>					
530-600-130 - TS - Purchase of Cap Assets - Mach			800,000.00	800,000.00	100.00
	<b>0.00</b>	<b>0.00</b>	<b>800,000.00</b>	<b>800,000.00</b>	<b>100.00</b>
<b>Other</b>					
530-900-110 - TS - Budget - Projects			977,000.00	977,000.00	100.00
530-900-120 - TS - Budget - Equipment			245,000.00	245,000.00	100.00

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**RM of Mervin**  
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	Current	Year To Date	Budget	Variance	%
	<b>0.00</b>	<b>0.00</b>	<b>1,222,000.00</b>	<b>1,222,000.00</b>	<b>100.00</b>
<b>TOTAL MAINTENANCE:</b>	<b>165,368.77</b>	<b>300,842.18</b>	<b>5,520,450.00</b>	<b>5,219,607.82</b>	<b>94.55</b>
<b>TOTAL TRANSPORTATION SERVICES:</b>	<b>165,368.77</b>	<b>300,842.18</b>	<b>5,520,450.00</b>	<b>5,219,607.82</b>	<b>94.55</b>
<b>ENVIRONMENTAL SERVICES</b>					
<b>Professional/Contractual Services</b>					
540-200-110 - EH - Cont. - Waste Collection/Disposal	12,824.11	12,897.61	90,000.00	77,102.39	85.67
540-200-115 - EH - Cont. - Lagoon/Dump Maint.	2,356.99	4,882.19	30,000.00	25,117.81	83.73
540-210-100 - EH - Cont. - Pest Control	250.00	250.00	6,000.00	5,750.00	95.83
540-210-200 - EH - Cont. - Weed Control			4,000.00	4,000.00	100.00
540-250-200 - EH&W - Cont. - Water Study			150,000.00	150,000.00	100.00
	<b>15,431.10</b>	<b>18,029.80</b>	<b>280,000.00</b>	<b>261,970.20</b>	<b>93.56</b>
<b>Utilities</b>					
540-300-120 - EH - Utility - Power & Heat	2,337.19	2,337.19	2,000.00	(337.19)	16.86-
	<b>2,337.19</b>	<b>2,337.19</b>	<b>2,000.00</b>	<b>(337.19)</b>	<b>16.86-</b>
<b>Maintenance, Materials and Supplies</b>					
540-420-100 - EH - Maint. - Pest Control Supplies			6,000.00	6,000.00	100.00
540-440-100 - EH - Maint. - Waste Collection Supplies:			10,000.00	10,000.00	100.00
	<b>0.00</b>	<b>0.00</b>	<b>16,000.00</b>	<b>16,000.00</b>	<b>100.00</b>
<b>Grants and Contributions</b>					
540-500-110 - EH - Grants and Contributions			5,000.00	5,000.00	100.00
	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>100.00</b>
<b>TOTAL ENVIRONMENTAL SERVICES:</b>	<b>17,768.29</b>	<b>20,366.99</b>	<b>303,000.00</b>	<b>282,633.01</b>	<b>93.28</b>
<b>PUBLIC HEALTH AND WELFARE SERVICES</b>					
<b>Wages and Benefits</b>					
550-110-110 - H&W - NSRMHH Salaries	(35,648.63)		377,690.00	377,690.00	100.00
550-120-110 - H&W - NSRMHH Benefits	(56,215.40)		100,000.00	100,000.00	100.00
	<b>(91,864.03)</b>	<b>0.00</b>	<b>477,690.00</b>	<b>477,690.00</b>	<b>100.00</b>
<b>Professional/Contractual Services</b>					
550-200-110 - H&W - Cont. - Cemetery Maint.			18,000.00	18,000.00	100.00
550-200-120 - H&W - Cont. - Other Services			50,000.00	50,000.00	100.00
	<b>0.00</b>	<b>0.00</b>	<b>68,000.00</b>	<b>68,000.00</b>	<b>100.00</b>
<b>Grants and Contributions</b>					
550-500-110 - H&W - Grants and Contributions			3,200.00	3,200.00	100.00
	<b>0.00</b>	<b>0.00</b>	<b>3,200.00</b>	<b>3,200.00</b>	<b>100.00</b>
<b>Total PUBLIC HEALTH AND WELFARE SERV</b>	<b>(91,864.03)</b>	<b>0.00</b>	<b>548,890.00</b>	<b>548,890.00</b>	<b>100.00</b>
<b>PLANNING AND DEVELOPMENT SERVICES</b>					
<b>Wages and Benefits</b>					
560-110-110 - P&D - Salaries	5,496.37	11,955.83	68,000.00	56,044.17	82.42
560-120-110 - P&D - Benefits	6,401.46	12,723.79	17,000.00	4,276.21	25.15
	<b>11,897.83</b>	<b>24,679.62</b>	<b>85,000.00</b>	<b>60,320.38</b>	<b>70.97</b>
<b>Professional/Contractual Services</b>					
560-200-110 - P&D - Cont. - Mileage/Contract Service			20,000.00	20,000.00	100.00
560-200-111 - P&D - Cont. - R.M. Planning Services	15,077.50	19,420.75	110,000.00	90,579.25	82.34



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**RM of Mervin**  
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	Current	Year To Date	Budget	Variance	%
560-200-112 - P&D - Building Inspections	(1,410.62)				
560-200-116 - PD- Training, Travel and Convention			8,000.00	8,000.00	100.00
560-210-100 - P&D - Cont. - Advertising			5,000.00	5,000.00	100.00
560-240-100 - P&D - Cont. - Memberships/Subscriptic		595.26	1,000.00	404.74	40.47
	<b>13,666.88</b>	<b>20,016.01</b>	<b>144,000.00</b>	<b>123,983.99</b>	<b>86.10</b>
<b>Utilities</b>					
560-300-140 - P&D - Utility - Telephone	85.78	187.63	2,500.00	2,312.37	92.49
	<b>85.78</b>	<b>187.63</b>	<b>2,500.00</b>	<b>2,312.37</b>	<b>92.49</b>
<b>Maintenance, Materials and Supplies</b>					
560-410-120 - P&D - Office Supplies			1,500.00	1,500.00	100.00
560-420-110 - P&D - Mileage			5,200.00	5,200.00	100.00
	<b>0.00</b>	<b>0.00</b>	<b>6,700.00</b>	<b>6,700.00</b>	<b>100.00</b>
<b>Other</b>					
560-900-110 - P&D - Other			70,000.00	70,000.00	100.00
	<b>0.00</b>	<b>0.00</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>100.00</b>
<b>TOTAL PLANNING AND DEVELOPMENT SEF</b>	<b>25,650.49</b>	<b>44,883.26</b>	<b>308,200.00</b>	<b>263,316.74</b>	<b>85.44</b>
<b>RECREATION AND CULTURAL SERVICES</b>					
<b>Professional/Contractual Services</b>					
570-290-100 - R&C - Cont. - Library Requisition		11,832.57	23,000.00	11,167.43	48.55
	<b>0.00</b>	<b>11,832.57</b>	<b>23,000.00</b>	<b>11,167.43</b>	<b>48.55</b>
<b>Grants and Contributions</b>					
570-500-110 - R&C - Grants and Contributions			30,000.00	30,000.00	100.00
	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>100.00</b>
<b>TOTAL RECREATION AND CULTURAL SERV</b>	<b>0.00</b>	<b>11,832.57</b>	<b>53,000.00</b>	<b>41,167.43</b>	<b>77.67</b>
<b>UTILITIES</b>					
<b>WATER</b>					
<b>Maintenance, Materials and Supplies</b>					
580-430-111 - UT - LL/Chemical/Contract/Material/Su	6,897.70	8,229.59		(8,229.59)	
580-430-114 - UT - SPLK/Chem/Contract/Material/Su	1,890.75	4,715.97		(4,715.97)	
580-430-115 - UT - EVTL/Chem/Contract/Material/Su	2,068.09	2,810.51		(2,810.51)	
	<b>10,856.54</b>	<b>15,756.07</b>	<b>0.00</b>	<b>(15,756.07)</b>	<b>0.00</b>
<b>TOTAL WATER:</b>	<b>10,856.54</b>	<b>15,756.07</b>	<b>0.00</b>	<b>(15,756.07)</b>	<b>0.00</b>
<b>TOTAL UTILITIES:</b>	<b>10,856.54</b>	<b>15,756.07</b>	<b>0.00</b>	<b>(15,756.07)</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES:</b>	<b>235,953.56</b>	<b>681,431.73</b>	<b>9,399,440.00</b>	<b>8,718,008.27</b>	<b>92.75</b>
<b>CHANGE IN NET-FINANCIAL ASSETS</b>	<b>(160,927.31)</b>	<b>(558,498.72)</b>	<b>6,540.00</b>	<b>(565,038.72)</b>	<b>3639.74-</b>
<b>CHANGE IN NET ASSETS</b>	<b>(160,927.31)</b>	<b>(558,498.72)</b>	<b>6,540.00</b>	<b>(565,038.72)</b>	<b>3639.74-</b>
<b>CHANGE IN SURPLUS</b>	<b>(160,927.31)</b>	<b>(558,498.72)</b>	<b>6,540.00</b>	<b>(565,038.72)</b>	<b>3639.74-</b>

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**RM of Mervin**  
**Statement of Financial Activities - Detailed**  
For the Period Ending February 29, 2024

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
<b>ACCOUNT BALANCES</b>					
	<u>Current</u>	<u>Year to Date</u>	<u>Balance</u>		
<b>Cash and Investments</b>					
110-110-110 - Cash - Petty Cash			300.00		
110-110-120 - Cash - General Chequing	(3,727,368.00)	(4,234,559.44)	4,939,580.72		
110-110-130 - Cash - NSRMHH			14,964.25		
110-110-150 - Cash - 1 Year Term Deposit	1,600,000.00	1,600,000.00	1,600,000.00		
110-110-160 - Cash - 2 Year Term Deposit #1			4,366,000.95		
110-110-165 - Cash - 2 Year Term Deposit #2	2,000,000.00	2,000,000.00	2,000,000.00		
<b>Total Cash and Investments:</b>	<b>(127,368.00)</b>	<b>(634,559.44)</b>	<b>12,920,845.92</b>		
<b>Municipal Taxes Receivable</b>					
110-200-100 - Municipal - Tax Receivable - Current	(55,936.66)	(164,050.94)	298,050.06		
<b>Total Municipal Taxes Receivable:</b>	<b>(55,936.66)</b>	<b>(164,050.94)</b>	<b>298,050.06</b>		

Presented to council on

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Shiloh Bronken  
Chief Administrative Officer

\_\_\_\_\_  
Victor Hamm  
Councillor

R. M. OF MERVIN NO. 499**BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2024**

2024735

Bank balance at beginning of month (as per records)			<b>\$8,666,948.72</b>
Add:	Deposits		\$144,943.85
	Internet Payments		\$80,370.58
	Square Terminal Payments (less fees)		\$10,139.43
	Credit Memo (unentered)		\$55,774.89
	Penny Rounding (overage)		-\$0.02
	First Data Payments - Full Pay't (fees not removed)		\$3,795.80
	Interest from term		\$48,999.12
<b>SUB - TOTAL</b>			<b>\$9,010,972.37</b>
Less:	Total Payments per Cash Book	\$471,260.07	
	First Data Service Charges & Fees	\$131.58	
	Transfer to 1 yr term	\$1,600,000.00	
	Transfer to 2 yr term	\$2,000,000.00	
			\$4,071,391.65
<b>BALANCE AT END OF MONTH</b>			<b>\$4,939,580.72</b>

Bank statement balance at end of month			\$5,051,828.62
Add:	Outstanding deposits (in transit)		\$11,579.97
	Outstanding Internet Payments (in transit)		\$1,526.77
	Outstanding Square Terminal Payments (in transit)		\$525.38
	Outstanding First Data Payment (in transit)		\$165.60
	Bank Error Chq#25525 - Western Municipal Consulting		\$262.50
<b>SUB - TOTAL</b>			<b>\$5,065,888.84</b>
Less:	Outstanding cheques (per list below)		\$126,226.35
	Outstanding First Data Fees		\$81.77
<b>SUB - TOTAL</b>			<b>\$126,308.12</b>
<b>BALANCE AT END OF MONTH RECONCILED</b>			<b>\$4,939,580.72</b>

## OUTSTANDING CHEQUES:

<u>Cheque #</u>	<u>Amount</u>	<u>Cheque #</u>	<u>Amount</u>	<u>Cheque #</u>	<u>Amount</u>
25519	\$300.00	25617	\$1,472.91	25637	\$51.01
25521	\$169.23	25619	\$700.00	25638	\$1,419.50
25522	\$562.02	25620	\$684.93	25639	\$394.67
25531	\$435.88	25624	\$317.84	25640	\$10,743.10
25545	\$797.10	25625	\$263.26	25641	\$396.46
25570	\$1,461.80	25626	\$83.35	25642	\$761.63
25572	\$1,012.44	25627	\$348.39	25643	\$115.50
25580	\$250.00	25628	\$70.00	25644	\$780.00
25582	\$63.02	25629	\$138.00	25645	\$102.96
25583	\$51.00	25630	\$5,376.01	25646	\$950.24
25588	\$46.00	25631	\$249.94	25647	\$1,290.28
25590	\$17,875.00	25632	\$497.52	25648	\$892.32
25603	\$2,415.92	25633	\$6,174.11	SaskTel	\$239.12
25605	\$4,445.38	25634	\$45.93	payroll o/s	\$56,982.75
25611	\$684.84	25635	\$1,828.75		
25613	\$51.00	25636	\$2,235.24		
	<hr/>		<hr/>		<hr/>
	\$30,620.63		\$20,486.18		\$75,119.54
				Total	\$126,226.35

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RM of Mervin  
**Budgetary Control**  
For the Period 2024-01-01 - 2024-02-29

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
<b>TAXES</b>						
410-110-100 - General Municipal Levy				6,680,560.00	(6,680,560.00)	100.0-
410-120-100 - Abatements and Adjustments				(15,000.00)	15,000.00	100.0
410-130-100 - Discount on Municipal Tax - Property		(238.39)	(702.42)	(164,820.00)	164,117.58	99.6
410-400-210 - Penalty on Mun Taxes Arrears - Property		3,655.55	8,402.05	24,000.00	(15,597.95)	65.0-
<b>Total TAXES:</b>		3,417.16	7,699.63	6,524,740.00	(6,517,040.37)	99.9-
<b>FEES AND CHARGES</b>						
420-100-110 - F&C - Custom Work - Public Works		640.00	640.00	55,000.00	(54,360.00)	98.8-
420-100-120 - F&C - Custom Work - Tax Enforcement		525.00	525.00		525.00	
420-100-140 - F&C - RM Carwash Revenue		7,145.21	13,715.14	50,000.00	(36,284.86)	72.6-
420-200-100 - F&C - Sale of Gravel				55,000.00	(55,000.00)	100.0-
420-200-110 - F&C - Sale of Inventory - PW				6,700.00	(6,700.00)	100.0-
420-200-200 - F&C - Sale of Supplies - Office		141.05	193.57	2,700.00	(2,506.43)	92.8-
420-200-940 - F&C - Subdivision Fees			1,500.00		1,500.00	
420-300-100 - F&C - Rentals - Facilities			2,060.00	72,000.00	(69,940.00)	97.1-
420-400-110 - F&C - Fine Revenue (Gov't of SK)		166.90	166.90		166.90	
420-600-100 - F&C - Cemetery Fees		300.00	1,200.00		1,200.00	
420-700-100 - F&C - PermitNow			804.00		804.00	
420-700-220 - F&C - License Fee - Oil Sand Landfill		11,378.25	11,378.25	11,000.00	378.25	3.4
420-710-100 - F&C - Dev. & Building Permits		720.00	2,280.00	30,000.00	(27,720.00)	92.4-
420-710-200 - F&C - Approach Permits		145.24	145.24		145.24	
420-800-100 - F&C - Tax Certificate		30.00	160.00	3,500.00	(3,340.00)	95.4-
420-800-220 - F&C - Appeal Fees		300.00	300.00	2,500.00	(2,200.00)	88.0-
420-850-100 - F&C - Garbage Tags		1,839.00	1,959.00	21,000.00	(19,041.00)	90.7-
420-850-110 - F&C - Transfer Site Fees		(310.00)	599.00	44,400.00	(43,801.00)	98.7-
420-850-120 - F&C - Health Holdings Contract Work		(4,484.46)		477,690.00	(477,690.00)	100.0-
420-910-101 - F&C - LL Revenue		372.34	484.84		484.84	
<b>Total FEES AND CHARGES:</b>		18,908.53	38,110.94	831,490.00	(793,379.06)	95.4-
<b>MAINTENANCE &amp; DEVELOPMENT CHARGES</b>						
430-100-100 - M&D - Campgrounds Maintenance Fees				29,650.00	(29,650.00)	100.0-
430-200-100 - M&D - Dev Service Fee For Road			1,610.00	3,200.00	(1,590.00)	49.7-
430-300-100 - M&D - Municipal Reserve Cash-in-lieu						
<b>Total MAINTENANCE &amp; DEVELOPMENT CHARGES:</b>			1,610.00	32,850.00	(31,240.00)	95.1-
<b>UTILITY REVENUE</b>						
440-100-110 - Water Revenue - SPLK			5,778.29	19,070.00	(13,291.71)	69.7-

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440-100-111 - Water Revenue - Livelong			8,773.42	34,900.00	(26,126.58)	74.9-
440-100-112 - Water Revenue - EVTTL			(2,300.00)	55,000.00	(57,300.00)	104.2-
<b>Total UTILITY REVENUE:</b>			12,251.71	108,970.00	(96,718.29)	88.8-
<b>UNCONDITIONAL</b>						
450-105-100 - Municipal Revenue Sharing (MRS)				379,540.00	(379,540.00)	100.0-
450-120-100 - Organized Hamlets				115,000.00	(115,000.00)	100.0-
<b>Total UNCONDITIONAL:</b>				494,540.00	(494,540.00)	100.0-
<b>CONDITIONAL</b>						
450-200-070 - Investing Canada Infrastructure (ICIP)				1,000,000.00	(1,000,000.00)	100.0-
450-350-100 - Canada Community Building (CCBF)				84,000.00	(84,000.00)	100.0-
450-430-100 - SGI Registration Refund		607.89	607.89		607.89	
<b>Total CONDITIONAL:</b>		607.89	607.89	1,084,000.00	(1,083,392.11)	99.9-
<b>GRANTS IN LIEU OF TAXES</b>						
450-610-100 - GIL - Provincial Sasktel				9,390.00	(9,390.00)	100.0-
450-730-100 - GIL - Local - Treaty Land				10,000.00	(10,000.00)	100.0-
<b>Total GRANTS IN LIEU OF TAXES:</b>				19,390.00	(19,390.00)	100.0-
<b>CAPITAL ASSET PROCEEDS</b>						
460-120-200 - CA - Sale of Equipment			6,500.00		6,500.00	
<b>Total CAPITAL ASSET PROCEEDS:</b>			6,500.00		6,500.00	
<b>SALE OF TANGIBLE CAPITAL ASSETS</b>						
460-200-100 - GG - Land Sales - Gain/Loss			(3,947.48)		(3,947.48)	
460-220-500 - TS - Sale of Machinery/Eqmt - Gain/Loss				150,000.00	(150,000.00)	100.0-
<b>Total SALE OF TANGIBLE CAPITAL ASSETS:</b>			(3,947.48)	150,000.00	(153,947.48)	102.6-
<b>INVESTMENT INCOME AND COMMISSIONS</b>						
470-100-100 - Interest Revenue		53,661.36	58,525.75	160,000.00	(101,474.25)	63.4-
470-120-100 - Dividends Revenue			1,218.00		1,218.00	
470-900-100 - Credit Card Fees		237.52	356.57		356.57	
<b>Total INVESTMENT INCOME AND COMMISSIONS:</b>		53,898.88	60,100.32	160,000.00	(99,899.68)	62.4-
<b>Revenue Totals:</b>		76,832.46	122,933.01	9,405,980.00	(9,283,046.99)	98.7-

GENERAL GOV'T. SERVICE



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<b>GG - WAGES</b>						
510-110-110 - GG - Council		5,112.55	8,606.14	68,000.00	59,393.86	87.3
510-110-230 - GG - Administration		43,265.61	80,640.44	480,000.00	399,359.56	83.2
<b>Total GG - WAGES:</b>		48,378.16	89,246.58	548,000.00	458,753.42	83.7
<b>GG - BENEFITS</b>						
510-130-230 - GG - Admin. - CPP EI MEPP SARM		35,367.16	67,425.97	105,000.00	37,574.03	35.8
510-130-231 - GG - Council - CPP		67.58	92.70	650.00	557.30	85.7
510-130-234 - GG - SK WCB		15,988.85	15,988.85	32,000.00	16,011.15	50.0
<b>Total GG - BENEFITS:</b>		51,423.59	83,507.52	137,650.00	54,142.48	39.3
<b>GG - PROF/CONTRACT SERVICES</b>						
510-200-110 - GG - Cont. - Legal			725.00	150,000.00	149,275.00	99.5
510-200-130 - GG - Cont. - Audit/Accounting				29,120.00	29,120.00	100.0
510-200-150 - GG - Cont. - Assessment - SAMA		71,877.00	71,877.00	72,500.00	623.00	0.9
510-200-160 - GG - Cont. - Mentoring		974.80	974.80	7,500.00	6,525.20	87.0
510-200-170 - GG - Cont. - Advertising				3,500.00	3,500.00	100.0
510-210-100 - GG - Council - Incidental Allowance		1,690.73	2,936.17	26,000.00	23,063.83	88.7
510-210-150 - GG - Council - Training/Lodging/Meals		(62.35)	(62.35)	7,000.00	7,062.35	100.9
510-210-170 - GG - Admin. - Training, Travel & Meals			420.25	10,000.00	9,579.75	95.8
510-210-175 - GG - Admin - Communication Allowance		178.56	357.12	2,340.00	1,982.88	84.7
510-220-100 - GG - Cont. - Office Caretaking		300.00	750.00	4,500.00	3,750.00	83.3
510-230-100 - GG - Cont. - Insurance - General & Bond		(326.20)	40,962.33	47,000.00	6,037.67	12.9
510-240-100 - GG - Cont. - Memberships & Subscriptions		(111,667.31)	(94,389.48)	25,000.00	119,389.48	477.6
510-250-150 - GG - Cont. - IT [Bralin/MuniSoft]		3,218.61	3,218.61	72,000.00	68,781.39	95.5
510-260-100 - GG - Cont. - Tax Enforcement/Collection				2,500.00	2,500.00	100.0
510-260-150 - GG - Cont. - Elections				2,500.00	2,500.00	100.0
510-270-100 - GG - Cont. - Maintenance & Repairs				1,500.00	1,500.00	100.0
510-280-130 - GG - Cont. - Community Relations		320.07	2,695.68	48,000.00	45,304.32	94.4
510-290-100 - GG - Cont. - Bank Charges		274.82	407.37	2,000.00	1,592.63	79.6
<b>Total GG - PROF/CONTRACT SERVICES:</b>		(33,221.27)	30,872.50	512,960.00	482,087.50	94.0
<b>GG - UTILITIES</b>						
510-300-120 - GG - Utility - New Off. Heat/Power/Water		1,301.94	1,301.94	9,550.00	8,248.06	86.4
510-300-140 - GG - Utility - Telephone		550.05	1,100.15	7,200.00	6,099.85	84.7
510-300-141 - GG - Utility - Communications Allowance				2,550.00	2,550.00	100.0
510-300-150 - GG - Utility - Internet		148.40	296.80	2,220.00	1,923.20	86.6
<b>Total GG - UTILITIES:</b>		2,000.39	2,698.89	21,520.00	18,821.11	87.5
<b>GG - MAINTENANCE MATERIALS AND SUPPLIES</b>						
510-400-110 - GG - Maint. - Postage		337.36	315.28	15,000.00	14,684.72	97.9
510-410-140 - GG - Maint. - Office Stationary/Supplies		(351.63)	4,324.55	25,000.00	20,675.45	82.7
510-410-180 - GG - Maint. - Car Wash		14,023.90	17,164.48	90,000.00	72,835.52	80.9

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510-450-100 - GG - Maint. - Election Supplies				2,500.00	2,500.00	100.0
510-470-100 - GG - Maint. - Pharmaceutical & First Aid				250.00	250.00	100.0
510-480-100 - GG - Maint. - Long Service Awards				2,300.00	2,300.00	100.0
510-490-100 - GG - Maint. - Office Repairs & Maint.		589.02	589.02	2,500.00	1,910.98	76.4
510-490-120 - GG - Hamlet - LL		1,776.24	2,268.63	81,000.00	78,731.37	97.2
510-490-121 - GG - Hamlet - TLSB		875.21	1,568.30	74,500.00	72,931.70	97.9
510-490-122 - GG - Hamlet - KOPP		329.19	1,228.66	33,650.00	32,421.34	96.4
510-490-123 - GG - Hamlet - EVTL		564.34	821.85	52,810.00	51,988.15	98.4
510-490-124 - GG - Hamlet - POWM		1,464.76	2,142.13	43,200.00	41,057.87	95.0
510-490-125 - GG - Hamlet - TLCV		926.88	952.09	3,500.00	2,547.91	72.8
510-490-126 - GG - Hamlet - HSBY		140.95	2,031.29	54,000.00	51,968.71	96.2
510-490-127 - GG - Hamlet - PARK		1,300.04	1,516.91	34,800.00	33,283.09	95.6
510-490-128 - GG - Hamlet - ASPN		20.00	37.34	2,400.00	2,362.66	98.4
510-490-129 - GG - Hamlet - MWRY		106.17	488.34	6,620.00	6,131.66	92.6
510-490-130 - GG - Hamlet - EVBS		384.67	641.92	65,500.00	64,858.08	99.0
510-490-131 - GG - Hamlet - CBSS			109.71	39,100.00	38,990.29	99.7
510-490-132 - GG - Hamlet - SUNY				5,600.00	5,600.00	100.0
510-490-133 - GG - Hamlet - DMWL		14.71	29.42	2,360.00	2,330.58	98.8
510-490-134 - GG - Hamlet - EAST				10,690.00	10,690.00	100.0
510-490-135 - GG - Hamlet - SSVB		1,971.10	2,929.96	155,900.00	152,970.04	98.1
510-490-136 - GG - Hamlet - SAND				18,500.00	18,500.00	100.0
510-490-137 - GG - Hamlet - SPLK		741.43	964.10	68,200.00	67,235.90	98.6
<b>Total GG - MAINTENANCE MATERIALS AND SUPPLIES:</b>		25,214.34	40,123.98	889,880.00	849,756.02	95.5
<b>Total GENERAL GOV'T. SERVICE:</b>		93,795.21	246,449.47	2,110,010.00	1,863,560.53	88.3
<b>GG - AMORTIZATION</b>						
<b>GG - CAPITAL EXPENDITURES</b>						
510-600-140 - GG - Purchase of Cap Assets - Equipment				10,000.00	10,000.00	100.0
<b>Total GG - CAPITAL EXPENDITURES:</b>				10,000.00	10,000.00	100.0
<b>Total GG - AMORTIZATION:</b>				10,000.00	10,000.00	100.0
<b>POLICE PROTECTION</b>						
<b>PS - POLICE - WAGES AND BENEFITS</b>						
520-110-110 - PS - Police - Salaries		4,489.12	10,135.30	60,640.00	50,504.70	83.3
520-120-110 - PS - Police - Benefits		6,462.71	13,000.43	16,480.00	3,479.57	21.1
<b>Total PS - POLICE - WAGES AND BENEFITS:</b>		10,951.83	23,135.73	77,120.00	53,984.27	70.0
<b>PS - POLICE - PROF/CONTRACT SERVICES</b>						
520-210-100 - PS - Police - Justice Requisition				103,550.00	103,550.00	100.0
520-210-110 - PS - Police - Regional CSO				15,000.00	15,000.00	100.0

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520-210-120 - PS - Police - Police Board Indem. & Mile				1,500.00	1,500.00	100.0
520-220-100 - PS - Police - Travel, Meal & Subsistence				3,500.00	3,500.00	100.0
520-230-100 - PS - Police - Insurance				2,400.00	2,400.00	100.0
520-240-100 - PS - Police - Memberships & Subscription		200.00	200.00	200.00		
520-250-100 - PS - Police - Contracted Repairs				2,500.00	2,500.00	100.0
<b>Total PS - POLICE - PROF/CONTRACT SERVICES:</b>		200.00	200.00	128,650.00	128,450.00	99.8
<b>PS - POLICE - UTILITIES</b>						
520-300-110 - PS - Police - Utility - Heat		399.80	399.80	3,000.00	2,600.20	86.7
520-300-120 - PS - Police - Utility - Power				3,500.00	3,500.00	100.0
520-300-140 - PS - Police - Utility - Telephone		294.95	525.76	3,500.00	2,974.24	85.0
520-300-150 - PS - Police - Utility - Radio			10,500.00	12,000.00	1,500.00	12.5
520-300-160 - PS- Police- E-Ticket			1,950.00		(1,950.00)	
<b>Total PS - POLICE - UTILITIES:</b>		694.75	13,375.56	22,000.00	8,624.44	39.2
<b>PS - POLICE - MAINT. MAT. AND SUPPLIES</b>						
520-410-100 - PS - Police - M&O - Advertising/Postage				500.00	500.00	100.0
520-420-100 - PS - Police - M&O - Office Supplies				2,500.00	2,500.00	100.0
520-420-105 - PS - Police - M&O - Office Maintenance				2,500.00	2,500.00	100.0
520-420-200 - PS - Police - M&O - Community Engagement				2,500.00	2,500.00	100.0
520-430-100 - PS - Police - M&O - Vehicle/Equip Repair		1,257.44	1,343.84	5,000.00	3,656.16	73.1
520-430-110 - PS - Police - M&O - Oil & Gas		857.71	857.71	10,000.00	9,142.29	91.4
520-430-120 - PS - Maint. -2021 Ford F150		133.62	211.22		(211.22)	
520-440-100 - PS - Police - M&O - Small Tool/Equip/PPE		282.94	303.03	7,500.00	7,196.97	96.0
520-450-100 - PS - Police - M&O - Uniforms			42.00	2,000.00	1,958.00	97.9
<b>Total PS - POLICE - MAINT. MAT. AND SUPPLIES:</b>		2,531.71	2,757.80	32,500.00	29,742.20	91.5
<b>Total POLICE PROTECTION:</b>		14,378.29	39,469.09	260,270.00	220,800.91	84.8
<b>PS - POLICE - AMORTIZATION</b>						
<b>PS - POLICE - CAPITAL EXPENDITURES</b>						
520-600-130 - PS - Police - Pur of Cap Assets - Machin				20,000.00	20,000.00	100.0
<b>Total PS - POLICE - CAPITAL EXPENDITURES:</b>				20,000.00	20,000.00	100.0
<b>Total PS - POLICE - AMORTIZATION:</b>				20,000.00	20,000.00	100.0
<b>FIRE PROTECTION</b>						
<b>PS - FIRE - PROF/CONTRACT SERVICES</b>						
525-210-100 - PS - Fire - EMS Contract - 911			3,782.10	3,000.00	(782.10)	26.1-
525-210-110 - PS - Fire - Contracted Services				190,000.00	190,000.00	100.0
525-250-100 - PS - Fire - Contracted Repairs				50,000.00	50,000.00	100.0
<b>Total PS - FIRE - PROF/CONTRACT SERVICES:</b>			3,782.10	243,000.00	239,217.90	98.4
<b>PS - FIRE - UTILITIES</b>						

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525-300-110 - PS - Fire - Utility - Heat				22,620.00	22,620.00	100.0
<b>Total PS - FIRE - UTILITIES:</b>				22,620.00	22,620.00	100.0
<b>Total FIRE PROTECTION:</b>			3,782.10	265,620.00	261,837.90	98.6
<b>MAINTENANCE</b>						
<b>TS - MAINT. - WAGES</b>						
530-110-120 - TS - Maint. - Wages		43,461.70	92,982.17	1,140,000.00	1,047,017.83	91.8
530-110-150 - TS - Maint. - Salaries - Seasonal				35,000.00	35,000.00	100.0
<b>Total TS - MAINT. - WAGES:</b>		43,461.70	92,982.17	1,175,000.00	1,082,017.83	92.1
<b>TS - MAINT. - BENEFITS</b>						
530-120-120 - TS - Maint. - Benefits		83,289.56	167,911.05	270,000.00	102,088.95	37.8
530-150-150 - TS - Maint. - Benefits - Seasonal				2,700.00	2,700.00	100.0
<b>Total TS - MAINT. - BENEFITS:</b>		83,289.56	167,911.05	272,700.00	104,788.95	38.4
<b>TS - MAINT. - PROF/CONTRACT SERVICES</b>						
530-200-110 - TS - Maint. - Engineering		2,130.24	2,130.24	40,000.00	37,869.76	94.7
530-210-120 - TS - Maint. - Contract - Road Repair				440,000.00	440,000.00	100.0
530-210-140 - TS - Maint. - Contract - Other				124,000.00	124,000.00	100.0
530-250-100 - TS - Maint. - Travel, Meals & Training				3,800.00	3,800.00	100.0
530-280-100 - TS - Maint. - Memberships/Subscriptions				4,750.00	4,750.00	100.0
530-290-100 - TS - Maint. - Contracted Repairs				20,000.00	20,000.00	100.0
<b>Total TS - MAINT. - PROF/CONTRACT SERVICES:</b>		2,130.24	2,130.24	632,550.00	630,419.76	99.7
<b>TS - MAINT. - UTILITIES</b>						
530-300-120 - TS - Maint. - Utility - Power/Heat/Water		5,705.28	5,705.28	25,000.00	19,294.72	77.2
530-300-140 - TS - Maint. - Utility - Telephone		544.38	659.63	6,000.00	5,340.37	89.0
<b>Total TS - MAINT. - UTILITIES:</b>		6,249.66	6,364.91	31,000.00	24,635.09	79.5
<b>TS - MAINT. - MATERIALS AND SUPPLIES</b>						
530-400-120 - TS - Maint. - Equipment Wash		193.20	386.40	6,500.00	6,113.60	94.1
530-410-100 - TS - Maint. - Shop Supply & Small Tools		4,585.73	4,685.76	70,000.00	65,314.24	93.3
530-420-101 - TS - Maint. - 2020 160 Cat Grader #2		(787.67)	(787.67)	15,000.00	15,787.67	105.3
530-420-102 - TS - Maint. - 2020 Chev Silverado 250		16.96	16.96	8,000.00	7,983.04	99.8
530-420-107 - TS - Maint. - 1988 7120 CaselH Tractor				2,000.00	2,000.00	100.0
530-420-108 - TS - Maint. - JD 401 Tractor				500.00	500.00	100.0
530-420-115 - TS - Maint. - RR1500 Degelman Rock Rake				500.00	500.00	100.0
530-420-116 - TS - Maint. - 2004 Walk'N'Roll Packer				500.00	500.00	100.0
530-420-119 - TS - Maint. - 1992 7120 CaselH Tractor				2,000.00	2,000.00	100.0
530-420-122 - TS - Maint. - JD Crawler Loader		9.14	9.14		(9.14)	
530-420-125 - TS - Maint. - Schulte Flex Arm				3,000.00	3,000.00	100.0
530-420-126 - TS - Maint - Bobcat Skidsteer				5,000.00	5,000.00	100.0
530-420-129 - TS - Maint - 2011 JD 7530 Tractor				5,000.00	5,000.00	100.0

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530-420-131 - TS - Maint - 2011 Cat 430E Backhoe				7,500.00	7,500.00	100.0
530-420-134 - TS - Maint - 2013 Dodge 1500 Serv. Trck.		1,419.50	1,419.50	2,500.00	1,080.50	43.2
530-420-137 - TS - Maint - 2012 JD 624 Loader				10,000.00	10,000.00	100.0
530-420-139 - TS - Maint - 2013 Walk 'N Roll Packer				500.00	500.00	100.0
530-420-140 - TS - Maint - 2012 Case IH 210 Tractor				7,500.00	7,500.00	100.0
530-420-141 - TS - Maint - 2013 Cat 140M #3 Grader		894.78	894.78	10,000.00	9,105.22	91.1
530-420-142 - TS - Maint - 2016 Western Star		2,334.12	2,334.12	25,000.00	22,665.88	90.7
530-420-143 - TS - Maint. - EZ Move Packer				300.00	300.00	100.0
530-420-144 - TS - Maint - 2013 Chev Silverado 3500		1,299.72	1,299.72	5,000.00	3,700.28	74.0
530-420-145 - TS - Maint - 2015 Freightliner 122SD Trk		2,734.80	2,734.80	25,000.00	22,265.20	89.1
530-420-148 - TS - Maint - 2016 JD 872GP Grader E06		43.75	43.75		(43.75)	
530-420-151 - TS - Maint - Tenco/Weldco Sanders				1,500.00	1,500.00	100.0
530-420-152 - TS - Maint - 2016 Arne's Gravel Trailer		769.56	857.68	15,000.00	14,142.32	94.3
530-420-153 - TS - Maint - 2016 JD 872GP Grader E05		79.60	79.60	15,000.00	14,920.40	99.5
530-420-154 - TS - Maint - Volvo L90G Loader				7,500.00	7,500.00	100.0
530-420-155 - TS - Maint. - Trailers		1,376.26	1,389.25	7,500.00	6,110.75	81.5
530-420-156 - TS - Maint -2018 John Deere 770GP Grader		705.96	705.96	15,000.00	14,294.04	95.3
530-420-157 - TS - Maint. - 2019 Ford XLT Serv Truck		246.90	246.90	7,500.00	7,253.10	96.7
530-420-158 - TS - Maint - 2018 JD 872GP Grader		705.96	705.96	15,000.00	14,294.04	95.3
530-420-159 - TS - Maint - 2013 GMC 2500HD		76.30	76.30	5,000.00	4,923.70	98.5
530-420-162 - TS - Maint - 2004 Western Star		1,683.30	1,683.30	15,000.00	13,316.70	88.8
530-420-164 - TS - Maint - 1994 Intern. Vac Truck		107.06	107.06		(107.06)	
530-420-165 - TS - Maint - 2008 Western Star		2,013.81	2,707.11	15,000.00	12,292.89	82.0
530-420-166 - TS - Maint - 2022 Rhino Mower #1				3,000.00	3,000.00	100.0
530-420-167 - TS - Maint - 2022 Rhino Mower #2				3,000.00	3,000.00	100.0
530-420-168 - TS - Maint -1993 Kenworth T800		225.78	225.78	10,000.00	9,774.22	97.7
530-420-170 - TS - Maint - Mandako Reddi Arm		7.63	7.63	7,500.00	7,492.37	99.9
530-420-171 - TS - Maint.- 270D Trackhoe				5,000.00	5,000.00	100.0
530-420-172 - TS - Maint - 2022 JD 872GP Grader				15,000.00	15,000.00	100.0
530-420-173 - TS - Maint. - 2023 GMC Sierra 2500				7,500.00	7,500.00	100.0
530-420-174 - TS - Maint - 2017 Point Shredder		370.63	370.63	15,000.00	14,629.37	97.5
530-420-175 - TS - Maint - 2016 Claas Xerion Tractor				15,000.00	15,000.00	100.0
530-420-176 - TS - Maint - 2013 Dyna Pac Packer		1,320.01	1,320.01	10,000.00	8,679.99	86.8
530-420-177 - TS - Maint - 2011 Loadline Trailer		687.94	687.94	10,000.00	9,312.06	93.1
530-420-178 - TS - Maint- 2003 Western Star Vac Truck		270.30	270.30	15,000.00	14,729.70	98.2
530-425-110 - TS - Maint. - Fuel		5,472.95	5,472.95	400,000.00	394,527.05	98.6
530-425-111 - TS - Maint. - Oil		370.64	370.64	35,000.00	34,629.36	98.9
530-430-120 - TS - Maint. - Machine - Blades				52,900.00	52,900.00	100.0
530-440-100 - TS - Maint. - Gravel/Sand				350,000.00	350,000.00	100.0



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RM of Mervin  
**Budgetary Control**  
For the Period 2024-01-01 - 2024-02-29

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
530-450-100 - TS - Maint. - Culverts/Drainage				20,000.00	20,000.00	100.0
530-460-100 - TS - Maint. - Asphalt/Surfacing Material				42,000.00	42,000.00	100.0
530-470-100 - TS - Maint. - Road/Street Signs				40,000.00	40,000.00	100.0
530-480-110 - TS - Maint. - Golf Cart Plates		1,131.55	1,131.55	1,000.00	(131.55)	13.2-
<b>Total TS - MAINT. - MATERIALS AND SUPPLIES:</b>		30,366.17	31,453.81	1,387,200.00	1,355,746.19	97.7
<b>Total MAINTENANCE:</b>		165,497.33	300,842.18	3,498,450.00	3,197,607.82	91.4
<b>TS - MAINT. AMORTIZATION</b>						
<b>TS - MAINT. - CAPITAL EXPENDITURES</b>						
530-600-130 - TS - Purchase of Cap Assets - Mach				800,000.00	800,000.00	100.0
<b>Total TS - MAINT. - CAPITAL EXPENDITURES:</b>				800,000.00	800,000.00	100.0
<b>TS - BUDGET - PROPOSED PROJECTS</b>						
530-900-110 - TS - Budget - Projects				977,000.00	977,000.00	100.0
530-900-120 - TS - Budget - Equipment				245,000.00	245,000.00	100.0
<b>Total TS - BUDGET - PROPOSED PROJECTS:</b>				1,222,000.00	1,222,000.00	100.0
<b>Total TS - MAINT. AMORTIZATION:</b>				2,022,000.00	2,022,000.00	100.0
<b>ENVIRONMENT HEALTH SERVICES</b>						
<b>EH - PROF/CONTRACT SERVICES</b>						
540-200-110 - EH - Cont. - Waste Collection/Disposal		12,824.11	12,897.61	90,000.00	77,102.39	85.7
540-200-115 - EH - Cont. - Lagoon/Dump Maint.		2,356.99	4,882.19	30,000.00	25,117.81	83.7
540-210-100 - EH - Cont. - Pest Control		250.00	250.00	6,000.00	5,750.00	95.8
540-210-200 - EH - Cont. - Weed Control				4,000.00	4,000.00	100.0
540-250-200 - EH&W - Cont. - Water Study				150,000.00	150,000.00	100.0
<b>Total EH - PROF/CONTRACT SERVICES:</b>		15,431.10	18,029.80	280,000.00	261,970.20	93.6
<b>EH - UTILITIES</b>						
540-300-120 - EH - Utility - Power & Heat		2,337.19	2,337.19	2,000.00	(337.19)	16.9-
<b>Total EH - UTILITIES:</b>		2,337.19	2,337.19	2,000.00	(337.19)	16.9-
<b>EH - MAINT. MATERIAL AND SUPPLIES</b>						
540-420-100 - EH - Maint. - Pest Control Supplies				6,000.00	6,000.00	100.0
540-440-100 - EH - Maint. - Waste Collection Supplies				10,000.00	10,000.00	100.0
<b>Total EH - MAINT. MATERIAL AND SUPPLIES:</b>				16,000.00	16,000.00	100.0
<b>EH - GRANTS AND CONTRIBUTIONS</b>						
540-500-110 - EH - Grants and Contributions				5,000.00	5,000.00	100.0
<b>Total EH - GRANTS AND CONTRIBUTIONS:</b>				5,000.00	5,000.00	100.0
<b>Total ENVIRONMENT HEALTH SERVICES:</b>		17,768.29	20,366.99	303,000.00	282,633.01	93.3
<b>PUBLIC HEALTH AND WELFARE SERVICES</b>						
<b>H&amp;W - WAGES &amp; BENEFITS</b>						

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RM of Mervin  
**Budgetary Control**  
For the Period 2024-01-01 - 2024-02-29

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
550-110-110 - H&W - NSRMHH Salaries		(35,648.63)		377,690.00	377,690.00	100.0
550-120-110 - H&W - NSRMHH Benefits		(56,215.40)		100,000.00	100,000.00	100.0
<b>Total H&amp;W - WAGES &amp; BENEFITS:</b>		(91,864.03)		477,690.00	477,690.00	100.0
<b>H&amp;W - PROF/CONTRACT SERVICES</b>						
550-200-110 - H&W - Cont. - Cemetery Maint.				18,000.00	18,000.00	100.0
550-200-120 - H&W - Cont. - Other Services				50,000.00	50,000.00	100.0
<b>Total H&amp;W - PROF/CONTRACT SERVICES:</b>				68,000.00	68,000.00	100.0
<b>H&amp;W - GRANTS AND CONTRIBUTIONS</b>						
550-500-110 - H&W - Grants and Contributions				3,200.00	3,200.00	100.0
<b>Total H&amp;W - GRANTS AND CONTRIBUTIONS:</b>				3,200.00	3,200.00	100.0
<b>Total PUBLIC HEALTH AND WELFARE SERVICES:</b>		(91,864.03)		548,890.00	548,890.00	100.0
<b>PLANNING AND DEVELOPMENT SERVICES</b>						
<b>P&amp;D - WAGES &amp; BENEFITS</b>						
560-110-110 - P&D - Salaries		5,496.37	11,955.83	68,000.00	56,044.17	82.4
560-120-110 - P&D - Benefits		6,401.46	12,723.79	17,000.00	4,276.21	25.2
<b>Total P&amp;D - WAGES &amp; BENEFITS:</b>		11,897.83	24,679.62	85,000.00	60,320.38	71.0
<b>P&amp;D - PROF/CONTRACT SERVICES</b>						
560-200-110 - P&D - Cont. - Mileage/Contract Services				20,000.00	20,000.00	100.0
560-200-111 - P&D - Cont. - R.M. Planning Services		15,077.50	19,420.75	110,000.00	90,579.25	82.3
560-200-116 - PD- Training, Travel and Convention				8,000.00	8,000.00	100.0
560-210-100 - P&D - Cont. - Advertising				5,000.00	5,000.00	100.0
560-240-100 - P&D - Cont. - Memberships/Subscriptions			595.26	1,000.00	404.74	40.5
<b>Total P&amp;D - PROF/CONTRACT SERVICES:</b>		15,077.50	20,016.01	144,000.00	123,983.99	86.1
<b>P&amp;D - UTILITIES</b>						
560-300-140 - P&D - Utility - Telephone		85.78	187.63	2,500.00	2,312.37	92.5
<b>Total P&amp;D - UTILITIES:</b>		85.78	187.63	2,500.00	2,312.37	92.5
<b>P&amp;D - MAINT. MATERIAL AND SUPPLIES</b>						
560-410-120 - P&D - Office Supplies				1,500.00	1,500.00	100.0
560-420-110 - P&D - Mileage				5,200.00	5,200.00	100.0
<b>Total P&amp;D - MAINT. MATERIAL AND SUPPLIES:</b>				6,700.00	6,700.00	100.0
<b>Total PLANNING AND DEVELOPMENT SERVICES:</b>		27,061.11	44,883.26	238,200.00	193,316.74	81.2
<b>P&amp;D - AMORTIZATION</b>						
<b>P&amp;D - OTHER</b>						
560-900-110 - P&D - Other				70,000.00	70,000.00	100.0
<b>Total P&amp;D - OTHER:</b>				70,000.00	70,000.00	100.0
<b>Total P&amp;D - AMORTIZATION:</b>				70,000.00	70,000.00	100.0

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RM of Mervin  
**Budgetary Control**  
For the Period 2024-01-01 - 2024-02-29

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
<b>RECREATION, CULTURAL EXPENDITURES</b>						
<b>R&amp;C - PROF/CONTRACT SERVICES</b>						
570-290-100 - R&C - Cont. - Library Requisition			11,832.57	23,000.00	11,167.43	48.6
<b>Total R&amp;C - PROF/CONTRACT SERVICES:</b>			11,832.57	23,000.00	11,167.43	48.6
<b>R&amp;C - GRANTS AND CONTRIBUTIONS</b>						
570-500-110 - R&C - Grants and Contributions				30,000.00	30,000.00	100.0
<b>Total R&amp;C - GRANTS AND CONTRIBUTIONS:</b>				30,000.00	30,000.00	100.0
<b>Total RECREATION, CULTURAL EXPENDITURES:</b>			11,832.57	53,000.00	41,167.43	77.7
<b>UTILITIES - WATER</b>						
<b>UT - WATER - MAINT. MAT. AND SUPPLIES</b>						
580-430-111 - UT - LL/Chemical/Contract/Material/Supp.		6,897.70	8,229.59		(8,229.59)	
580-430-114 - UT - SPLK/Chem/Contract/Material/Supp		1,890.75	4,715.97		(4,715.97)	
580-430-115 - UT - EVTL/Chem/Contract/Material/Supp		2,068.09	2,810.51		(2,810.51)	
<b>Total UT - WATER - MAINT. MAT. AND SUPPLIES:</b>		10,856.54	15,756.07		(15,756.07)	
<b>Total UTILITIES - WATER:</b>		10,856.54	15,756.07		(15,756.07)	
<b>Expense Totals:</b>		237,492.74	683,381.73	9,399,440.00	8,716,058.27	92.7
<b>Net Surplus (Deficit):</b>		(160,660.28)	(560,448.72)	6,540.00	(566,988.72)	8669.6-

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