

BYLAW NO. 2025-23

**A BYLAW OF THE RURAL MUNICIPALITY OF MERVIN No. 499
FOR THE ESTABLISHMENT OF A PUBLIC UTILITY BOARD
PURSUANT TO SECTION 33 OF *THE MUNICIPALITIES ACT***

The Council of the Rural Municipality of Mervin No. 499, in the Province of Saskatchewan, enacts as follows:

1. PURPOSE

The purpose of this bylaw is to enable Council to establish a Public Utility Board for the establishment and operation of a water supply system.

2. MUNICIPAL MEMBERSHIP ON PUBLIC UTILITY BOARD

- a. The Rural Municipality of Mervin No. 499 is hereby authorized to create a Public Utility Board.
- b. The Public Utility Board created pursuant to subsection 3 shall be known as the Sunrise and Cottage Water Cooperative Limited.
- c. The Sunrise and Cottage Water Cooperative Limited covers the geographic area of Sunrise Avenue and Cottage Road, within the Organized Hamlet of Kopps Kove at Turtle Lake, Saskatchewan.

3. TERMS OF AGREEMENT

The Terms of the Agreement are defined in the corporate bylaw of the Sunrise and Cottage Water Cooperative Limited, which is identified as Exhibit “A” and is attached to and forms part of this bylaw.

4. This bylaw will come into effect on January 1, 2026.



Lorden Spencer
Reeve

Shirley Brunken
Chief Administrative Officer

Sunrise & Cottage Water Cooperative Limited – Bylaws

R1 Plan 77B03047, Kopps Cove, Turtle Lake RM Mervin #499, Saskatchewan

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Certified a True Copy

Dated this 9 day of Dec. 2025

Shelagh Bronken

Administrator

Mailing Address: P.O. Box 115, Livelong, Saskatchewan S0M 1J0
E-mail Address: sunrisecottagewatercoop@gmail.com

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Sunrise & Cottage Water Cooperative Limited – Bylaws

R1 Plan 77803047, Kopps Cove, Turtle Lake RM Mervin #499, Saskatchewan

Definitions

In these and all other bylaws of the Cooperative, unless the context otherwise requires or specifies:

- i. **“Act”** means: *The Municipalities Act*, as amended from time to time and in the case of such amendment, any references in the bylaws of the Cooperative shall be read as referring to the amended provisions.
- ii. **“the Cooperative”** means the Sunrise & Cottage Water Cooperative.
- iii. **“the Directors”, “Board” and “Board of Directors”** means the Directors of the Sunrise and Cottage Water Cooperative for the time being.
- iv. **“Member Municipality”** means the Rural Municipality of Mervin No. 499 involved in the agreement to establish the Public Utility.
- v. **“Public Utility”** means the Sunrise and Cottage Water Cooperative, a corporate body established pursuant to Section 33(2) of the Act by the Rural Municipality of Mervin No. 499.
- vi. **“Voter” or “Member”** means a water subscriber, who is eligible to vote at the Annual General Meetings, being a registered landowner with a valid water subscription agreement.
- vii. **“Water Subscriber”** means persons(s) or consumer(s) who receive the benefit of the public utility through an application and agreement with the Cooperative.
- viii. **“in writing” and “written”** include words printed, painted, engraved, lithographed, photographed, e-mailed, represented, or reproduced by any mode of representing or reproducing works in visible form.
- ix. **the headings used in the bylaws are inserted for reference only** and are not to be considered in constructing the terms thereof or deemed in any way to clarify, modify or explain the effect of any such terms.
- x. **all terms contained in the bylaws**, and which are defined in the Act shall have the meanings given to such terms in the Act.
- xi. **words importing the masculine gender shall include the feminine**, and words importing the singular shall include the plural and visa versa.

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Registered Office

The registered office of the Cooperative shall be the legal land description of the pump house which is R1 Plan 77B03047 located in the Hamlet of Kopp's Kove, RM of Mervin #499 in the Province of Saskatchewan.

Fiscal Year

The fiscal year of the Cooperative shall end on the 31st day of December in each year.

Meetings

- i. An annual meeting of the water subscribers for the Cooperative shall be held not more than 160 days following January 1 of each year or such later date that the Cooperative may determine by resolution.
- ii. Notice shall be given to all water subscribers at least 14 days prior to the meeting or published by way of electronic means, email, or mail at least two weeks prior to the date set for the meeting. Failure by any water subscriber to receive notice of a meeting shall not invalidate that meeting.
- iii. The first organizational meeting of the Board of Directors will follow the annual general meeting within a reasonable period.
- iv. Board meetings shall be on a quarterly basis.
- v. Meeting quorum shall be 50% +1.
- vi. Agendas shall be sent out one week in advance.
- vii. Minutes of all meetings of the Cooperative and bylaws passed by the Cooperative shall be provided to the Hamlet of Kopp's Kove and the Rural Municipality of Mervin No. 499.

Qualification of Members

- i. Membership in the Cooperative is based on the infrastructure services of the Cooperative.
- ii. To become a member of the Cooperative, a person must submit a written application in a form prescribed by the Board of Directors and the said application must be approved by the Board and recorded in the minutes.
- iii. Each membership application must be accompanied by a payment equating to the current cost of installing a curb valve establishing membership in the Cooperative.
- iv. Joint memberships: Two or more persons may apply for joint membership in the Cooperative providing they have a joint interest in the property. Each property shall have only one membership and each membership have all only one vote. Any one of the joint members may vote at a meeting of the Cooperative, however if more than one joint member is present at the meeting, the person whose name appears first on the application for membership shall vote.

 

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- v. Membership in the Cooperative is transferable with change of property ownership. Membership fees are built into the sale of the property.
- vi. Members will have in place a water subscriber agreement.

Surpluses

Any surplus resulting from the operations of the Cooperative shall transfer to reserve and shall not be payable to any member.

Voting

- i. Members shall vote by show of hands or written response.
- ii. Voting may be in person, by email or mail where situations warrant.
- iii. No member is entitled to more than one vote on any question.
- iv. The Chairperson of the meeting has the right to vote but is not entitled to a second vote in the event of a tie.
- v. Subject to other provisions of the Act and these Bylaws, a majority of members who are present and cast votes at a meeting shall decide all questions.
- vi. Where there is an equality of votes, the motion is to be declared lost.

Bylaws

Members of the Cooperative may, at any annual meeting or any special meeting called for the purpose, enact, amend, repeal, replace or confirm any bylaws, by a two-thirds majority of the votes cast at the meeting.

Directors

- i. The Board of Directors shall be composed of a minimum of five (5) members to a maximum of nine (9) members in total.
- ii. The Board will have the following member municipality appointments:
 - a. RM Division 4 Councillor; and/or
 - b. One Member at Large, who is not required to be a water subscriber.
- iii. A water subscriber is eligible to be nominated as a candidate and to hold office as a Board Member.
- iv. Board Members open to nomination shall be elected at the annual general meeting of water subscribers based on a majority vote.
- v. Directors hold office until the conclusion of the meeting at which their successors are elected and are eligible for re-election.
- vi. Directors shall be elected for four (4) year terms, provided there is a rotation of terms to allow the election of a portion of the Directors every four years.

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- vii. The members of the Cooperative may, by a resolution approved by two-thirds of votes cast at a general meeting, remove any Director from office.
- viii. Where there is a vacancy on the Board of Directors and:
 - a. Where there is a quorum of Directors, the remaining Directors:
 - i. May exercise all the powers of the Directors; or
 - ii. May fill the vacancy until the next annual meeting.
 - b. Where there is not a quorum of Directors, the remaining Directors shall call a general meeting for the purpose of electing members to fill any vacancies.
- ix. Unless these bylaws provide otherwise, the Board of Directors shall:
 - a. Exercise the powers of the Cooperative directly or indirectly through the employees and agents of the Cooperative; and
 - b. Direct the management of the business and affairs of the Cooperative.
- x. Any remuneration paid to the Directors must be approved by the membership at the annual meeting.

Officers

The Board of Directors shall:

- i. Appoint a Chairperson and a Vice Chairperson from among the number of Directors elected.
 - a. Chairperson Duties: The Chairperson shall preside at all meetings of the Board. The Chairperson shall attend all meetings unless represented by the Vice-Chairperson, conduct the meeting as per the agenda, and have signing authority on all bank accounts, financial statements, and agreements, as necessary.
 - b. Vice-Chairperson Duties: The Vice-Chairperson, in the absence of the Chairperson, shall perform the duties of the Chairperson, and have signing authority on all bank accounts, financial statements and agreements, as necessary.
- ii. Appoint a Secretary-Treasurer who may, but need not be, a Director.
 - a. Secretary-Treasurer Duties: The Secretary-Treasurer shall attend and keep minutes of all meetings of the Board, have signing authority on all bank accounts, financial statements and agreements as necessary; have charge of the seal and all corporate financial records, books, papers, documents and electronic documents of the Board, conduct the correspondence, and perform such other duties and exercise such other powers as are incidental to the office or as may be required, from time to time, by resolution of the Board.
- iii. Contracts, documents, or other instruments requiring execution by the Board shall be signed by the Secretary-Treasurer and Chairperson, or in the Chairperson's absence, the Vice-Chairperson of the Board.
- iv. The Board of Directors may:
 - a. Borrow money on the credit of the Cooperative.

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- b. Pledge debt obligations of the Cooperative.
- c. Mortgage, hypothecate, pledge, or otherwise create a security interest in all or any property of the Cooperative owned or subsequently acquired, to secure any debt obligation of the Cooperative.
- d. Perform and exercise the duties and powers imposed or conferred upon it by resolution or by this bylaw and may enact, amend, repeal, or replace bylaws other than this corporate bylaw; and
- e. Make policies, consistent with this corporate bylaw or the Act governing the management of the Cooperative and for conducting of the provisions of this bylaw.

Insurance and Bonding

The Board shall provide for security of fidelity bonding and insurance coverage, including Directors and Officers.

Dissolution

The Cooperative may be dissolved in accordance with Section 37 of the Act.

Effective Date

This Corporate Bylaw becomes effective upon third reading and adoption of Bylaw 2025-~~XX~~ by the Rural Municipality of Mervin No. 499.

These bylaws were approved by a majority vote of the members present on 2-December-2025 and are certified to be true copies by the Chairperson, Vice-Chairperson, and ~~Secretary-Treasurer~~ of the Cooperative.

Per:

Kevin Opsal, Chairperson

Per:

Dennis Baranowski, Vice-Chairperson

Per:

Cheryl A. Starnes, Secretary-Treasurer

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Sunrise & Cottage Water Cooperative Limited – Articles of Incorporation

AL Plan 77803547, 800pp Road, Turtle Lake 001 Mervin #4095, Saskatchewan

1. Name of Cooperative: Sunrise & Cottage Water Cooperative Limited

2. The classes of shares and any maximum number of shares the Cooperative is authorized to issue: Not Applicable

3. The incorporators hereby state that the interest of each member is the same as every other member.

4. Number (or minimum and maximum number) of directors:

Minimum five (5) and Maximum nine (9) of directors on the board including a maximum of two (2) RM appointed directors.

5. The names in full and the place of residence of each first Director

See current Change of Directors/Officers Notice.

6. The objects or purposes that the cooperative is intended to fulfill.

To maintain and operate a hygienic water system for water subscribers as per the Water Subscribers Agreement.

7. Restrictions, if any, on the business that the Cooperative may carry on

This organization is established as a non-profit cooperative, and any surplus resulting from the yearly operation shall be transferred to reserve for future use and no part of the surplus shall be paid to any member.

8. Other provisions, if any. Not Applicable

9. Incorporators: See original Articles of Incorporation from 1995.

The amendment of the maximum number of directors under section 4 in the Article of Incorporation was approved by a majority vote of the members present on **2-December-2025** and is certified to be a true copy by the Chairperson, Vice-Chairperson and Secretary-Treasurer of the Cooperative.

Per:


Kevin Opsal, Chairperson

Per:


Dennis Baranieski, Vice- Chairperson

Per:


Cheryl A. Stornes, Secretary-Treasurer

 **AS**

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