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*Minutes of the Rural Municipality of Mervin #499 Regular Council Meeting*

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**Date: November 8, 2022**

**PRESENT:** Reeve: Gerry Ritz  
Councillors:  
Division 1 - Jim Range- attended electronically  
Division 2 - Lyle McKee  
Division 3 - Gordon Spencer  
Division 4 - Ron Gramlich  
Division 5 - Dave Krywchuk- attended electronically  
Division 6 - Victor Hamm  
CAO - Brenda Ottenbreit  
Deputy CAO - Janessa Macnab

**Delegation:** 9:15 a.m. Kerry Robertson, Foreman  
1:00 p.m. Ben Clipperton, Northbound Planning

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

AGENDA: 538-22 MCKEE: That the agenda be amended and accepted for reference.  
CARRIED



MINUTES: 539-22 GRAMLICH: That the October 25, 2022 minutes be accepted as presented.  
CARRIED

BUSINESS:  
Hay/Crop Loss Forms 540-22 HAMM: That RM of Mervin #499 Council approve the Hayland/Crop loss forms as presented.  
CARRIED

Hay Loss Payment 541-22 HAMM: That the RM of Mervin #499 Council approve the payment of \$507.60 to Glenn and Evelyn Bloom at a rate of \$90.00 per acre for reseeding 5.64 acres of hay loss Lost for SE-03-52-21-W3M.  
CARRIED

Mandako Repair 542-22 SPENCER: That RM of Mervin #499 Council deny the quote from Triod in the amount of \$17,024.00 to repair the Mandako Arm.  
CARRIED

Sign Request 543-22 GRAMLICH: That the RM of Mervin #499 Council approve the request from Cenovus for signage on grid 796 and Range Road 3214.  
CARRIED

Initial:   
Reeve  
Initial:   
Administrator

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- RMA 544-22  
Mistik HAMM: That the RM of Mervin #499 Council approve Road Maintenance Agreements RM499-2022-02, RM499-2022-03 and RM499-2022-04 with Mistik Management Ltd., with the stipulations that the outstanding hauling invoice be paid in full and a 25% deposit be paid prior to hauling. Further, hauling will not proceed until the initiation of winter weights, and a flag truck will be required for RMA 2022-02 at the intersection of Range Road 3195 and Grid 795 for the duration of the haul.  
CARRIED
- Demolition 545-22  
Quote RANGE: That the RM of Mervin #499 Council accept the quote from Mitchell Bros. for demolition of Lot 8 Block 2 Plan AF4248 in the hamlet of Livelong and to have Administration request quotes for the demolition of the house located on Lot 18 Block 1 Plan AF428 in the hamlet of Livelong.  
CARRIED
- Foreman 546-22  
Vacation GRAMLICH: That the RM of Mervin #499 Council approve the Foreman request of vacation days from November 21-25, 2022.  
CARRIED
- CAMA 547-22  
Membership RITZ: That the RM of Mervin #499 Council approve the Canadian Association of Municipal Administrators membership for the Administrator at a cost of \$150.00 for the first year.  
CARRIED
- Secure 548-22  
Landfill MCKEE: That the RM of Mervin #499 Council acknowledge the measurement submitted by RMI for the Secure Energy Mervin Landfill and request that RMI discontinue the annual measurements of the landfill.  
CARRIED
- SAMA 549-22  
Confirmation GRAMLICH: That the RM of Mervin #499 Council acknowledge the SAMA Certificate of Confirmation for the year 2022.  
CARRIED
- Weed 550-22  
Report MCKEE: That the RM of Mervin #499 Council acknowledge and accept the Weed Inspector Report for 2022.  
CARRIED
- Policies 551-22  
HAMM: That the RM of Mervin #499 Council accept and adopt the following policies as presented by Administration: Meeting Procedures Policy, Medical and Emergencies Services Policy, Appointments as per Bylaws and RM Act, Statement of Indemnity and Supervision Expense Claim Guidelines Policy, HR Policy (Retirement, Departure & Recognition).  
CARRIED
- IT 552-22  
RFP RITZ: That the RM of Mervin #499 Council approve the Administrator complete an Request for Proposal by invitation for an Information Technology company to manage and maintain the RM's IT assets.  
CARRIED

Initial:   
Reeve

Initial:   
Administrator

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- NSRMHH 553-22 MCKEE: That the RM of Mervin #499 Council acknowledge the resignation of Cathy Braaten as the RM of Mervin representative on the NSRMHH Board and instruct Administration to advertise the Expression of Interest for a replacement.  
CARRIED
- Excess Liab. Ins. 554-22 SPENCER: That the RM of Mervin #499 continue with the excess liability insurance through SARM for 2023 in the amount of \$4,000,000.00 as discussed.  
CARRIED
- Fidelity Bond 555-22 RANGE: That the RM of Mervin #499 continue with the Fidelity Bond insurance (\$50,000.00) which includes money and securities (\$10,000.00) and registered mail (\$50,000.00) through SARM for 2023 as discussed.  
CARRIED
- Errors & Omissions 556-22 KRWYCHUK: That the RM of Mervin #499 continue with the Errors and Omissions (50,000.00) through SARM for 2023 as discussed.  
CARRIED
- Credit Limit 557-22 HAMM: That the RM of Mervin #499 increase the limit from \$5,000.00 to \$10,000.00 for the RM of Mervin Collabria credit card for the CAO, Deputy CAO, and Foreman. Council will be presented the statement for review.  
CARRIED
- Appoint. 558-22 GRAMLICH: That the RM of Mervin #499 Council appoint Gerry Ritz as the representative for the Regional CSO Services project committee.  
CARRIED
- Bylaw 2022-19 559-22 GRAMLICH: That Bylaw 2022-19 being a Bylaw to Appoint a Bylaw Officer be introduced and given first reading.  
CARRIED
- 560-22 SPENCER: That Bylaw 2022-19 being a Bylaw to Appoint a Bylaw Officer be given second reading.  
CARRIED
- 561-22 KWYRCHUK: That Bylaw 2022-19 being a Bylaw to Appoint a Bylaw Officer be given three readings at this meeting.  
UNANIMOUSLY CARRIED
- 562-22 RANGE: That Bylaw 2022-19 being a Bylaw to Appoint a Bylaw Officer be given third reading, approved, signed and sealed.  
CARRIED
- Guide to Investigate 563-22 MCKEE: That the RM of Mervin #499 Council approve and adopt the Guide to Investigate Conduct Complaints as presented by Administration and be attached to the policy manual.  
CARRIED

Initial: 

Reeve

Initial: 

Administrator

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- Currie 564-22 HAMM: That the RM of Mervin #499 Council acknowledge and accept the gravel  
Crush measurements for the Currie Pit as submitted by RMI.  
CARRIED
- Gravel 565-22 MCKEE: That the RM of Mervin #499 Council pay Richard Currie in the amount of \$70,473.00  
Payment for 23,491 yds<sup>3</sup> of gravel crushed.  
CARRIED
- In-Camera 566-22 SPENCER: That the RM of Mervin #499 Council recess the regular meeting to move into an  
in-camera session as authorized by Part III of *The Local Authority Freedom of Information  
and Protection of Privacy Act*, at 11:05 am.  
CARRIED
- Reconvene 567-22 MCKEE: That the RM of Mervin #499 Council reconvene the regular meeting of Council at  
11:35 a.m.  
CARRIED
- WYWRA 568-22 RANGE: That the RM of Mervin #499 Council appoint Gerry Ritz to the WYWRA board as the  
Board interim representative for the RM.  
CARRIED
- Water 569-22 GRAMLICH: That we acknowledge the October water operator logs for the Hamlets of  
Operator Spruce Lake, Livelong and Evergreen Acres, Turtle Lake as presented.  
CARRIED
- RM 501 570-22 RITZ: That the RM of Mervin #499 appoint the Councillors for Division 3 and 5 to attend the  
Ratepayer RM of Frenchman Butte #501 Annual Ratepayer's Meeting being held Friday, December 2,  
Meeting 2022 at the Paradise Hill Community Center.  
CARRIED
- Correspondence:  
571-22 MCKEE: That the list of correspondence as attached with additions, be acknowledged  
and filed.  
CARRIED
- St. Walburg 572-22 GRAMLICH: That the RM of Mervin #499 approve resolution of Fire Association 22-058  
Fire Assoc. that the Administration of the St. Walburg Fire Association become a contract position with  
the position being filled by Shiloh Bronken, effective October 5, 2022.  
CARRIED
- 573-22 GRAMLICH: That the RM of Mervin #499 approve resolution 22-059 of the St. Walburg Fire  
Association for the costs to transition Administration to the St. Walburg and District Fire and  
Rescue Association Firehall, up to \$5,000.00 plus taxes.  
CARRIED
- 574-22 GRAMLICH: That the RM of Mervin #499 approve resolution 22-060 of the St. Walburg Fire  
Association to complete application for a credit card from Collabria with a \$5,000.00 limit.

Initial:

  
Reeve

Initial:

  
Administrator

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CARRIED

Recess 575-22 SPENCER: That the RM of Mervin #499 Council recess at 11:55 a.m. for lunch.  
CARRIED

Reconvene 576-22 SPENCER: That the RM of Mervin #499 Council reconvene the regular meeting at 12:45 p.m.  
CARRIED

Voting Delegate 577-22 GRAMLICH: That the RM of Mervin #499 Council appoint Victor Hamm and Gord Spencer to be the voting delegates for the RM at the SARM midterm convention.  
CARRIED

Financial Statement 578-22 MCKEE: That Council approves the Statement of Financial Activity for October 2022 as circulated and read.  
CARRIED

Bank Reconciliation 579-22 SPENCER: That the RM of Mervin # 499 Council accept the Bank Reconciliation Report for October 2022 as circulated and read.  
CARRIED

PLANNING AND DEVELOPMENT:

Recess 580-22 MCKEE: That the RM of Mervin #499 recess the regular meeting for a public hearing at 1:28 p.m. as per *The Planning and Development Act, 2007*.  
CARRIED


Reconvene 581-22 GRAMLICH: That the RM of Mervin # 499 reconvene the regular meeting at 1:45 p.m.  
CARRIED

Subdivision 582-22 RANGE: That the RM of Mervin #499 Council approve the subdivision subject to a Master Servicing Agreement for planning fees, off-site grid road fees, construction of an approach to the new parcel (if necessary), separate power metering installation and any required easements for water use.  
CARRIED

Permit 583-22 RANGE: That the RM of Mervin #499 Council instructs North Bound Planning to provide the applicant with their options to remove, modify or appeal the contravention.  
220016-056 CARRIED

Permit 584-22 HAMM: That the RM of Mervin #499 Council approve reducing the required set back to 40 m from the lot boundary and instruct North Bound Planning to inform applicant of the decision.  
200026-25 CARRIED

Permit 585-22 MCKEE: That the RM of Mervin # 499 Council instruct North Bound Planning to inform applicant that the RM will require the cut-off swales be constructed and inspected before the sale of the lots.  
R0366-21S CARRIED

Initial:   
Reeve

Initial:   
Administrator

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Flood Dam. 586-22 GRAMLICH: That the RM of Mervin #499 Council approve the application for the Flood  
Reduction Program to have Flood Plain mapping completed and included in OCP and  
Zoning Bylaws.

CARRIED

Accounts 587-22 MCKEE: That the accounts payable list being cheque #24064 to cheque #24112 and  
Payable manual cheque #727 to cheque #737 in the amount of \$1,084,227.12 be approved and paid.

CARRIED

Adjourn 588-22 MCKEE: That the meeting be adjourned at 2:50 p.m.

CARRIED

  
ADMINISTRATOR

  
REEVE

Initial: \_\_\_\_\_  
Reeve

Initial:  \_\_\_\_\_  
Administrator