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

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**Date: September 27, 2022**

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

**Delegation: 9:15 a.m. Kerry Robertson, Foreman  
9:15 a.m. Jon Grasby, Maintenance Supervisor  
9:15 a.m. Steve Gehlen, RMI**

CALL TO ORDER: Reeve Gerry Ritz called the meeting to order at 8:55 a.m.

AGENDA: 423-22 RANGE: That the agenda be amended and accepted for reference.  
CARRIED

MINUTES: 424-22 McKEE: That the September 13, 2022 minutes be accepted as presented.  
CARRIED

BUSINESS:  
Christmas 425-22 McKEE: That the RM of Mervin #499 Council authorize the office staff to organize a staff plus one Christmas Party for December 2022.  
CARRIED

Livelong Cemetery 426-22 RANGE: That the RM of Mervin #449 Administration contact Livelong Cemetery board to find out who the new caretaker is.  
CARRIED

Tax Abatement 427-22 McKEE: That Council approve the tax abatement of roll # 160, \$3.67 NWSD and \$250.00 Municipal for a grand total of \$253.67.  
CARRIED

TSS Grant 428-22 RITZ: That the RM of Mervin #499 Council approve the request to apply for a TSS grant working with neighboring municipalities on a Development and Management study of Turtle Lake. The Council authorizes Administration to approach all municipalities involved to apply for the grant jointly.  
CARRIED

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**Delegates Kerry Robertson (Foreman), Jon Grasby (Maintenance Supervisor) and Steve Gehlen (RMI) entered Council Chambers at 9:15 a.m. for discussion.**

**Councillor Lyle McKee declared a conflict of interest in regards to the following motion and left Council Chambers at 9:27 a.m.**

Crop Damage 429-22 HAMM: That the RM of Mervin #499 Council agree to pay crop damages on SE-34-51-19-W3M in the amount of \$ 3250.00.

CARRIED

Negotiate 430-22 HAMM: That the RM of Mervin #499 Council approve Reeve Ritz and Councillor Range to negotiate with the owner of SE-34-51-19-W3M for access to their property.

CARRIED

**Councillor Lyle McKee re-entered the Council Chambers at 9:29 a.m.**

Engineer Services 431-22 SPENCER: That the RM of Mervin #499 Council authorize Resource Management International (RMI) to mark the right of way between the SE-34-54-21-W3M and the SW-35-54-21-W3M for the ratepayer to develop the road.

CARRIED

Full-Time Employment 432-22 SPENCER: That the RM of Mervin # 499 Council promote Rob Corrigan from seasonal maintenance to full-time maintenance employment while remaining at Step 5.

CARRIED

Gravel Crushing 433-22 GRAMLICH: That Council approves W.F. Botkins Construction Ltd. to move to the Currie Pit from the Taves Pit to meet the tender with the Foreman's approval.

CARRIED

In-Camera 434-22 McKEE: That the RM of Mervin #499 Council move into an in-camera meeting as authorized by *Part III of The Local Authority Freedom of Information and Protection of Privacy Act*, at 10:17 a.m.

CARRIED

Reconvene 435-22 HAMM: That the RM of Mervin #499 Council come out of the in-camera session and resume the regular meeting of council at 10:45 a.m.

CARRIED

WYWRA 436-22 McKEE: That we require copies of all policies and procedures (including Human Resources), all mandates for Executive and Managers and the 2021 Audited Financial Statement from WYWRA by 12:00 noon on October 7, 2022.

CARRIED

H.R. 437-22 KRYWCHUK: That the RM of Mervin #499 Council accept the minutes of the HR meeting held in St. Walburg on September 16, 2022.

CARRIED

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In-Camera meeting as	438-22	RANGE: That the RM of Mervin #499 Council move into an in-camera meeting authorized by <i>Part III of The Local Authority Freedom of Information and Protection of Privacy Act</i> , at 11:00 a.m.  CARRIED
Reconvene	439-22	GRAMLICH: That Council come out of the in-camera session and resume the regular meeting of council at 11:05 a.m.  CARRIED
Policy	440-22	KRYWCHUK: That the RM of Mervin #499 Council approve and adopt the following new and updated policies: Gravel Sales Policy, Local Authority Freedom of Information Policy, HR Policy, Deposit Policy, Division Boundary Review Policy, Acceptable Use of IT Assets Policy, Employee Progressive Discipline Policy, Conflict of Interest Outside of Employment Policy and Irrevocable Letter of Credit Policy, as presented by Administration and attach to form part of these minutes.  CARRIED
Employee Code of Conduct	441-22	RANGE: That the RM of Mervin #499 Council approve and adopt the Municipal Employee Code of Conduct as presented by Administration and attach to form part of these minutes.  CARRIED
Privacy Agreement	442-22	McKEE: That the RM of Mervin #499 Council approve and adopt the Privacy Agreement as presented by Administration and attach to form part of these minutes.  CARRIED
Policy Review	443-22	HAMM: That the RM of Mervin #499 Council approve and adopt the Policy Review Agreement as presented by Administration and attach to form part of these minutes.  CARRIED
Job Descriptions	444-22	GRAMLICH: That the RM of Mervin #499 Council approve and adopt the following job descriptions: Community Safety Officer (CSO), Chief Administrative Officer (CAO), Deputy Chief Administrative Officer (DCAO), Office Manager, Administrative Co-ordinator, Administrative Assistant and the Municipal Planner as presented by Administration and attach to form part of these minutes.  CARRIED
Mid-term Resolution	445-22	SPENCER: That we instruct Administration to submit the SARM resolution for the Mid-term Convention in regards to the 1:7 ratio.  CARRIED
WSA Application	446-22	HAMM: That the RM of Mervin #499 Council approve the Water Security Agency permit application being submitted to Water Security Agency by Mike Shymka prior to final approval based on the RM receiving a copy of approval with criteria from WSA.  CARRIED
Tax Abatement	447-22	KRYWCHUK: That the RM of Mervin #499 Council deny the request for a tax abatement from R & J Ventures.

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CARRIED

CSO  
Officer

448-22

KRYWCHUK: That the RM of Mervin #499 Council instruct Administration to advertise for a new CSO Officer.

CARRIED

Accounts  
Payable

449-22

GRAMLICH: That the accounts payable list being cheque #23889 to cheque #23937 and manual cheque #706 to cheque #712 in the amount of \$469,088.70 be approved and paid.

CARRIED

Adjourn

450-22

RANGE: That the meeting be adjourned at 11:45 a.m.

CARRIED

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ADMINISTRATOR

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REEVE