

VILLAGE OF RICHMOUND

MINUTES OF THE REGULAR MEETING OF COUNCIL HELD AT THE RM OF ENTERPRISE OFFICE AT 108
HIGHWAY 371, RICHMOUND SASKATCHEWAN, ON MONDAY, July 14th, 2025.

PRESENT:

Mayor – Brad Miller, Deputy Mayor - Wade Welte, Councillor – Kathy Bullock

Mentor – Brenda Ottenbreit

Administrator - Melissa Earl

CALL TO ORDER: Mayor Brad Miller called the meeting to order at 4:02 pm.

_____ **DECLARES A CONFLICT OF INTEREST WITH AGENDA ITEMS;** _____.

AGENDA

185/25 **MILLER :** THAT council agree to the July 14th, 2025 Agenda as presented. Carried

MINUTES:

186/25 **WELTE:** THAT the following minutes be approved as read. Regular Council Meeting June 9th, 2025. Carried.

187/25 **BULLOCK:** THAT the following minutes be approved as read. Special Meeting June 16th, 2025. Carried.

188/25 **MILLER:** THAT the following minutes be approved as read. Public Hearing June 17th, 2025 Carried.

189/25 **WELTE:** THAT the following minutes be approved as read. Lagoon Committee meetings on June 17th and June 23th 2025. Carried.

FINANCIAL STATEMENT:

190/25 **MILLER:** THAT the financial statement for the month of June 2025 be accepted as presented. Carried.

WATER LOGS:

191/25 **WELTE :** That council acknowledges the water log report as submitted by Arlene Miller. Carried.

REPORTS:

192/25 **BULLOCK:** THAT council acknowledges the following reports submitted by Arlene Miller:

1. Well Inspection
2. Water Log
3. Lagoon Inspection

Carried.

BANK RECONCILIATION:

193/25 **WELTE:** THAT council acknowledge April and May's Bank Reconciliations as presented Carried.

ACCOUNTS:

194/25 **BULLOCK:** THAT the following list of accounts be approved for payment (as per attached):

Cheques #2664 - 2675 & Online Payments 2025-06/1 – 06/7 and etrasfer 2025-004 for a total of 35,581.20 to pay the bills for June 10 to July 14, 2025. Carried

CORRESPONDENCE:

195/25 **MILLER:** THAT the correspondence be accepted as presented and filed. Carried.

LAGOON

196/25 **MILLER:** THAT council accept and approve the amended draft lagoon agreement provided by the Village's Legal counsel. Carried

HERITAGE PARK BULBS

197/25 **BULLOCK:** THAT Council approve the purchase of bulbs to replace bulbs burnt out at the park. Carried.

STREET SWEEPING

198/25 **WELTE:** THAT Administrator ask the RM for a price to sweep the streets. Carried.

TRIWAYS DISPOSAL

199/25 **WELTE:** THAT Council accept and sign the new Triways five year Contract as presented. Carried.

UTILITY BILLING

200/25 **MILLER:** THAT Council approve the utility billing adjustment for roll 50. Carried.

HYDRANT INSPECTION

201/25 **BULLOCK:** THAT Council approve of the Hydrant inspection estimate and THAT Administrator book the service. Carried.

THEFT OF WATER

202/25 **MILLER:** THAT Council instruct the Administrator to report the theft to the RCMP and provide all evidence available. Carried.

CREDIT APPLICATION

203/25 **WELTE:** THAT Council instruct the Administrator to complete a Credit Application for Klearwater Equipment. Carried.

PUBLIC CONDUCT BYLAW

204/25 **MILLER:** THAT bylaw 10-2025 to Public Conduct Bylaw be introduced and read a first time. Carried.

205/25 **WELTE:** THAT bylaw 10-2025 to Public Conduct Bylaw be read a second time. Carried

BUILDING BYLAW

206/25 **BULLOCK:** THAT bylaw 11-2025 to Building Bylaw be introduced and read a first time. Carried.

- 207/25 **WELTE:** THAT bylaw 11-2025 to Building Bylaw be read a second time. Carried
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- 208/25 **MILLER:** THAT council unanimously agree to have Building Bylaw 11-2025, have all three readings in one meeting. Carried.
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- 209/25 **BULLOCK:** THAT Building Bylaw 11-2025 be given a third reading, approved, adopted, signed and sealed. Carried.
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- ASSESSMENT ROLL REOPEN:**
- 210/25 **WELTE:** THAT Administration reopen the tax roll. Carried.
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- ASSESSMENT ROLL EXTENSION BYLAW:**
- 211/25 **MILLER:** THAT bylaw 12-2025 to Assessment Roll Extension Bylaw be introduced and read a first time. Carried.
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- 212/25 **WELTE:** THAT bylaw 12-2025 to Assessment Roll Extension Bylaw be read a second time. Carried
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- 213/25 **BULLOCK:** THAT council unanimously agree to have Assessment Roll Extension Bylaw 12-2025, have all three readings in one meeting. Carried.
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- 214/25 **BULLOCK:** THAT Assessment Roll Extension Bylaw 12-2025 be given a third reading, approved, adopted, signed and sealed. Carried.
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- AUTHORIZED PAYMENT BYLAW:**
- 215/25 **MILLER:** THAT bylaw 13-2025 to Authorized Payment Bylaw be introduced and read a first time. Carried.
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- 216/25 **WELTE:** THAT bylaw 13-2025 to Authorized Payment Bylaw be read a second time. Carried
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- 217/25 **BULLOCK:** THAT council unanimously agree to have Authorized Payment Bylaw 13-2025, have all three readings in one meeting. Carried.
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- 218/25 **BULLOCK:** THAT Authorized Payment Bylaw 13-2025 be given a third reading, approved, adopted, signed and sealed. Carried.
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- OCP BYLAW**
- 219/25 **MILLER:** THAT bylaw 5-2025 to Official Community Plan Bylaw be read a second time. Carried
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- 220/25 **WELTE:** THAT Official Community Plan Bylaw 5-2025 be given a third reading, approved, adopted, signed and sealed. Carried.
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- ZONING BYLAW:**
- 221/25 **WELTE:** THAT bylaw 6-2025 to Zoning Bylaw be read a second time. Carried

222/25 **BULLOCK:** THAT Zoning Bylaw 6-2025 be given a third reading, approved, adopted, signed and sealed. Carried.

SOCIAL MEDIA COMMENTS:

223/25 **MILLER:** THAT Council instruct the Administrator to turn comments off on Facebook. Carried.

METER READING:

224/25 **WELTE:** THAT Council instruct Administration to adjust Late Meter readings. Carried.

ROCKETS GAME BEER GARDEN

225/25 **MILLER:** THAT Council approve a liquor license for the Rocket's Game on July 27, 2025. Carried

PUBLIC HEARING RESPONSE:

226/25 **WELTE:** THAT Council accept and approve Public Hearing response as presented. Carried

LANDFILL CLEAN-UP

227/25 **BULLOCK:** THAT council acknowledge and accept the letter from the RM of Enterprise that Rob Dagg (1 truck @ \$180.00/hr) to provide earthwork at NW-23-17-28, with the Village of Richmond being responsible for 20%. Carried

DERELICT BUILDINGS

228/25 **BULLOCK:** THAT council work with the Fire Chief to coordinate a list of derelict properties within the Village that can be added to the list for the pilot project that the Administrator will register for before the 18th of July, 2025, and the list will be prepared for the fall deadline. Carried

REQUEST OF COUNCIL

229/25 **WELTE:** THAT council approve the request of rate payer 159 to erect an open sided wood framed car port on proper concrete footings his property, with the condition it is kept in good repair. Carried

CLOSED SESSION:

230/25 **MILLER:** That the Village of Richmond Council moves to an in camera session to discuss Human Resources as authorized by the legislative authority of Section 120 of *The Municipalities Act* including the exemptions in *Part III of The Local Authority Freedom of Information and Protection of Privacy Act* at 5:10pm. Carried.

Kathy Bullock Left in Camera session at 5:45pm returning at 5:53pm

REGULAR SESSION:

231/25 **MILLER:** THAT council returns to regular and open meeting at 5:53 p.m. Carried

OFFICE HOURS

232/25 **MILLER:** That due to ongoing harassment and intimidation of staff, and in accordance with employer obligations under *The Saskatchewan Employment Act* and *Occupational Health and Safety Regulations*, the Village of Richmond office will operate **by appointment only** effective July 15, 2025, to ensure a safe and respectful workplace environment. Carried

ADMINISTRATOR:

- 233/25 **MILLER:** THAT Council Accept Mel Earl Resignation as of July 30th, 2025 Carried.
- 234/25 **MILLER:** THAT Council Appoint Brenda Ottenbreit as Administrator as of August 1st, 2025.
Carried.
- 235/25 **WELTE:** THAT Council instruct administration to advertise administrator job posting.
Carried.

REMEDIAL ACTION:

- 236/25 **WELTE: THAT** Council affirms that Councillor Kathy Bullock has violated the remedial action imposed under the Code of Ethics Bylaw No. 5-2022 by attending a lagoon-related meeting despite explicit direction not to do so;
AND THAT Council considers this a continued pattern of disregard for Council authority and an escalation of apparent conflict of interest as defined under (The Cities Act, section 114–117) / (The Municipalities Act, section 143–147);
AND THAT Council will withhold three (3) month remuneration from you;
AND FURTHER THAT the councilor be notified in writing of this resolution and the steps being taken. Carried.

ADJOURNMENT:

- 237/25 **MILLER:** THAT this meeting is now adjourned 6:01 pm. Carried.

Mayor

Administrator