

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, June 9th, 2025.

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**PRESENT:**

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

Administrator – Brenda Ottenbreit - Remote

Training 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; Brad Miller (158/25).**

**AGENDA**

150/25 **Miller:** THAT council agree to the June 9th, 2025 Agenda as amended to include added correspondence and meeting calendar. Carried

**MINUTES:**

151/25 **Welte:** THAT the following minutes be approved as read. Regular Council Meeting May 12th, 2025. Carried.

**FINANCIAL STATEMENT:**

152/25 **Bullock:** THAT the financial statement for the month of May 2025 be accepted as presented. Carried.

**WATER LOGS:**

153/25 **Miller:** That council acknowledges the water log report as submitted by Arlene Miller. Carried.

**REPORTS:**

154/25 **Bullock:** THAT council acknowledges the following reports submitted by Arlene Miller:

1. Well Inspection

2. Water Log

Carried.

**ACCOUNTS:**

155/25 **Miller:** THAT the following list of accounts be approved for payment (as per attached):

Cheques #2650 - 2663 & MANUAL 2025-01 - 06 for a total of 51,236.06 to pay the bills for March 31 to May31, 2025. Carried

**CORRESPONDENCE:**

156/25 **Welte:** THAT the correspondence be accepted as presented and filed. Carried.

157/25 **Bullock:** THAT Administration write a letter to ratepayer 83 stating we cannot accept labour in lieu of taxes owed, but that they are welcome to bid the next time sidewalk work is put out to tender. Carried.

*Brad stepped out due to a conflict of interest.*

158/25 **Bullock:** THAT Council agree to reimburse Arlene Miller \$51.36 for flowers. Carried.

*Brad returned.*

#### **LAGOON**

159/25 **Miller:** THAT the council approve the formation of a Lagoon Committee comprised of Brad Miller, Wade Welte and Mel Earl as Secretary. Carried.

#### **VILLAGE FOREMAN**

160/25 **Bullock:** THAT accept update as presented by Dustan Cowan. Carried

#### **ANIMAL CONTROL BYLAW**

161/25 **Miller:** THAT bylaw 7-2025 to Animal Bylaw be given a third reading, approved, adopted, signed and sealed. Carried.

#### **CODE OF ETHICS BYLAW**

162/25 **Miller:** THAT bylaw 8-2025 to Code of Ethics Bylaw be introduced and read a first time. Carried.

163/25 **Welte:** THAT bylaw 8-2025 to Code of Ethics Bylaw be read a second time. Carried

164/25 **Bullock:** THAT council unanimously agree to have Code of Ethics Bylaw 8-2025, have all three readings in one meeting. Carried.

165/25 **Miller:** THAT Code of Ethics Bylaw 8-2025 be given a third reading, approved, adopted, signed and sealed. Carried.

#### **INTEGRITY COMMISSIONER**

166/25 **Bullock:** THAT Council Appoint Mel Earl to be the Integrity Commissioner. Carried.

167/25 **Welte:** THAT Council approve the reimbursement of \$630.56 to Shauna Sehn for Community Hall improvements and THAT Administration forward the Purchasing Agreement to the Committee for Future Projects. Carried.

#### **PRIVACY POLICY**

168/25 **Miller:** THAT Council approve and adopt the privacy policy as presented. Carried.

169/25 **Welte:** THAT All Council, staff and contractors sign the Confidentiality agreement as presented. Carried.

### **SPECIAL MEETING**

170/25 **Bullock:** THAT Council call a special meeting on June 16th 2025 at 2pm, pursuant to section 123 MA of the Council Procedures bylaw, to cover Budget, Tax Rate, Mill rate, Tax Tools, and Human Resources.

Carried.

### **ADMINISTRATOR CONTRACTS**

171/25 **Miller:** THAT Council sign and adopt the administrator's contracts as presented.

Carried

172/25 **Bullock:** THAT Council approve Mel Earl's Time off June 30 – July 2<sup>nd</sup>, and Sept 22 – October 1<sup>st</sup> 2025.

Carried.

173/25 **Miller:** THAT Council instruct Administrator to Post change to office hours as per motion 172/25 on Village Website.

Carried.

### **VIOLENCE PREVENTION POLICY**

174/25 **Bullock:** THAT Council approve and adopt the Violence prevention policy.

Carried.

175/25 **Welte:** THAT Administration notify Lawyers of water meter requirements with all Tax Certificates.

Carried.

### **WATER METER LETTER**

176/25 **Welte:** THAT council instruct administration to commence billing Roll 44 for water and sewer at the minimum of \$99 as there is no water meter but the property has access to water services and does use the water.

Carried.

### **RM OFFICE DOOR BELL/CAMERA**

177/25 **Bullock:** THAT Council instruct Administrator to request door bell and public spaces cameras to ensure the safety of Village and RM Staff.

Carried.

### **TRANSFER FUNDS**

178/25 **Miller:** THAT Council approve the transfer of funds in the amount of \$108,046.46 from investments (381200376612) to cover WTP Improvements and investigation costs.

Carried.

### **SOUND EQUIPMENT & RECORDING**

179/25 **Miller:** THAT Council approve \$100 + GST for sound equipment for the public hearing on June 17<sup>th</sup> 2025.

Carried.

### **LION'S YEAR END BBQ**

180/25 **Bullock:** THAT Council instruct Administrator to write letter approving of Lions year end BBQ for Liquor License.

Carried.

### **MEETING CALENDAR**

181/25 **Miller:** THAT Council approve and adopt meeting calendar as presented.

Carried.

**CLOSED SESSION:**

182/25     **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 5:19 pm. Carried.

**REGULAR SESSION:**

183/25     **Miller:** THAT council returns to regular and open meeting at 5:21 p.m. Carried

**PUBLIC HEARING CHAIR**

184/25     **Miller:** THAT Brenda Ottenbreit Chair the OCP and Zoning Bylaw public hearing. Carried

**ADJOURNMENT:**

185/25     **Miller:** THAT this meeting is now adjourned 5:40 pm. Carried.

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Mayor

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Administrator