



**RM of Edenwold
Meeting Minutes**

Administration Committee Meeting December 4, 2024 - 11:00 AM

Minutes of an Administration Committee Meeting of the Rural Municipality of Edenwold No. 158 held on Wednesday, December 4, 2024, in the Council Chamber of the Municipal Building, located at 100 Hutchence Road, Emerald Park, Saskatchewan, the following were present:

Reeve: Al Trainor

Councillors: Division #1 Carmen Leibel (Chairperson)

Chief Administrative Officer: Karen Zaharia

Administrative Assistant III: Jessica Schoenroth

Call to Order

Chairperson Councillor Leibel called the committee meeting to order at 11:00 a.m. The Committee reviewed the agenda items and no changes to the agenda were required.

Review minutes from October 18, 2024 meeting

The committee members reviewed the October 18, 2024 minutes and no revisions were required.

Default Conviction Provision in Bylaws

Chief Administrative Officer Karen Zaharia advised of changes required to RM bylaws in regard to the penalty section of the bylaw. The RM has indicated a voluntary payment option in the bylaw, however, the RM Prosecutor has advised that the RM must include a penalty section in regard to default conviction. If an offender is issued a summary offence ticket under the RM bylaw and doesn't pay the voluntary payment fine, the ticket goes to the RM Bylaw Court. If the offender does not appear in bylaw court, the court is unable to issue the fine under default or deemed conviction because the fine is not explicitly stated in the bylaw.

Administration will begin updating the most common bylaws that fines are issued.

Clean Fill Bylaw Research

Chief Administrative Officer (CAO) Karen Zaharia has noted that the RM's Zoning Bylaw currently references clean fill. CAO Zaharia suggested that a section addressing "unknown fill" be added to the Zoning Bylaw, as it constitutes a land use. This addition should include specific development standards. Council may consider designating "unknown fill" as a discretionary use, allowing for the imposition of stricter conditions upon approval. One such condition could be the mandatory testing of the fill. The existing enforcement process within the Zoning Bylaw would apply to this new section.

Chairperson Councillor Leibel asked that the Manager of Planning & Development Paige Boha attend the next Administration Committee meeting for further discussion on this topic.

Handwritten initials in blue ink, possibly "BL" or "BK", located in the bottom right corner of the page.

Amendments to the Council Procedures Bylaw No. 2023-29

The Committee discussed the following proposed amendments to the RM's Council Procedures Bylaw No. 2023-29:

Recording Procedure

The Committee will recommend that the RM will record the council and committee meetings as the official record for the municipality.

Improper Conduct Procedure

The Committee will recommend that subsection 1.17(c), being the definition under improper conduct of "*making audio or video recordings of Council*", be removed and add a new section advising that council and committee meetings will be recorded by the municipality.

Definition of member and add a definition for public

The Committee will recommend that a definition of "public" be added to the bylaw and the process for removing a member of the public for improper conduct. Currently, there is a definition of "member" which means Reeve, Councillors, or appointed individuals serving on a Council Committee (subsection 1.19) and section 5.9 outlines the process for removing a member for improper conduct. However, if a member of the public is displaying improper conduct, there is no process outlined for removing the member of the public from the council chambers.

Delegation Request Form

The Committee will recommend that Administration update Section 4.7 of the bylaw, "Delegations," to require individuals to notify the Administrator in writing at least three business days prior to the meeting. Additionally, a "Delegation Request Form" should be created, which must be completed and submitted to the Administrator. A new section should be added to state that if a delegation is refused by the Administrator, for reasons other than scheduling, the Reeve shall review the delegation request.

Adopting the Agenda

The Committee will recommend that subsection 4.1 under Council Meeting Procedures being "Agenda" be updated to include that Council will pass a resolution to adopt the agenda.

Noxious Weed Control Policy

Administrative Assistant Jessica Schoenroth presented two booklets from the publisher, Notice Nature, to the Committee for their review. These booklets identify invasive plants of Saskatchewan. One is considered a pocket guide (\$10) and the other an identification guide (\$3). The difference was very subtle between the two booklets and were essentially the same resource. The Committee discussed the cost to send out booklets to RM ratepayers as an educational component. The cost would be \$3/booklet plus postage for the smaller identification guide. Chairperson Councillor Leibel discussed "iMapInvasives". iMapInvasives is an online, GIS-based data management system used to assist community scientists & natural resource professionals working to protect our natural resources from the threat of invasive species. Ratepayers would be able to report noxious weeds by using the mobile app.

Other Items

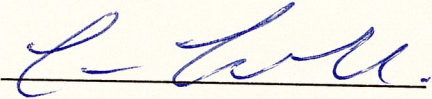
There were no other items to be discussed.

In Camera Session: 11:38 a.m. to 12:08 p.m.

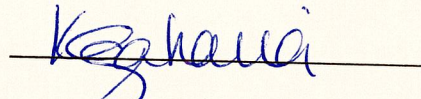
The Committee meeting moved to an In Camera session from 11:38 a.m. to 12:08 p.m. pursuant to clause 120(2)(a) of *The Municipalities Act*, pursuant to clause 16(1)(e) of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss information, including the proposed plans, policies or projects of the local authority, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision.

Adjournment: 12:08 p.m.

The meeting was adjourned at 12:08 p.m. with the next committee meeting to be determined.



Chairperson



Administration