

**MINUTES OF A REGULAR MEETING OF THE COUNCIL OF
THE VILLAGE OF NEILBURG,**

held in the Municipal Office at 39 L.E. Gibbons Centre Street, Neilburg
on Monday, December 8, 2025, at 6:00 p.m.

Call to Order

Mayor Brent Wiens called the meeting to order at 6:00 p.m.

Members Present

Mayor Brent Wiens
Councillor Ernie Ducherer
Councillor Cindy Olchowecki
Councillor Tara Forbes
Councillor Jim Lamb
Chief Administrative Officer Kathleen McGladdery

Minutes

162/2025 *Tara Forbes*

That the minutes of the November 10, 2025, regular meeting be adopted as circulated.

Motion Carried.

Financial Activities

163/2025 *Ernie Ducherer*

That the Statement of Financial Activities for the month of November 2025 be approved as presented and the Bank Reconciliations for November 2025 be accepted as presented.

Motion Carried.

Councillor Tara Forbes Declared a pecuniary interest in payment number 5552 in the amount of \$399.60 to Absolute Insulating and left the meeting at 6:20 p.m.

Pecuniary Interest- Absolute Insulating Payment

164/2025 *Cindy Olchowecki*

That the payment number 5552 in the amount of \$399.60 to Absolute Insulating be approved and authorized for payment.

Councillor Tara Forbes returned to the meeting at 6:21 p.m.

Accounts

165/2025 *Ernie Ducherer*

That the accounts be approved and authorized for payment and that a list of cheques numbered 5532-5553 inclusive, payroll direct deposit 70-74 inclusive and online payments 2025-0123 to 2025-0140 and 2025-11 be presented in Schedule 'A' to these minutes.

Motion Carried.

Correspondence

- | | |
|---|--|
| • HRO Chartered Professional Accountants | RE: 2025 Audit Engagement Letter |
| • North Central Transportation Planning Committee | RE: Policy Implementation and Performance Workshop |
| • Royal Canadian Mounted Police | RE: Cut Knife RCMP Client Satisfaction Survey |
| • Saskatchewan Assessment Management Agency | RE: SAMA Service Fees |
| • Rosemarie Falk, M.P. | RE: Municipality Priorities and Challenges |

BW
km

2025 Audit Engagement Letter166/2025 *Tara Forbes*

That Mayor Brent Wiens and CAO Kathleen McGladdery be authorized to sign the audit engagement letter from HRO Chartered Professional Accountants for the 2025 Audit.

Motion Carried.

Municipal Revenue Sharing Grant167/2025 *Brent Wiens*

The Council of the Village of Neilburg confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant;

- Submission of the 2024 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2024 Public Reporting on Municipal Waterworks to the Ministry of Government Relations
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required and;

That we authorize the CAO to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Motion Carried.

Employee Christmas Appreciation168/2025 *Jim Lamb*

That the Village of Neilburg purchase \$2600.00 in co-op gift cards through Marsden-Neilburg Minor Hockey fundraiser to be disbursed \$400.00 each to Kathleen McGladdery and Arin Ostensoe, \$200.00 each to Amanda Nutbrown, David Gingell, Keri Bratkowski, Janet Hollingshead-Leslie, Karrie Blackbeard, Tracey Zweifel, Darnell Zweifel, Ryan Scoular and Justin O'Beirne.

Motion Carried.

2026 Council Meeting Schedule169/2025 *Brent Wiens*

That the Village of Neilburg Regular meetings are held at 6:00 p.m. on the following dates for 2026:

January 12, 2026

February 9, 2026

March 9, 2026

April 7, 2026

May 11, 2026

June 8, 2026

July 13, 2026

August 10, 2026

September 14, 2026

October 13, 2026

November 10, 2026

December 14, 2026

Motion Carried.

B.W.
K.M.

Adjourn

170/2025 *Jim Lamb*

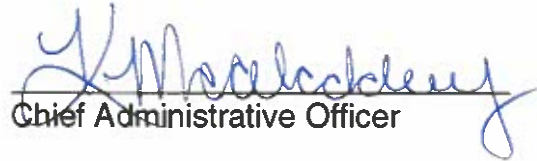
That this meeting does now adjourn at 7:03 p.m.

Motion Carried.

Mayor

A handwritten signature in blue ink, appearing to be "BLA", written over a horizontal line.

Chief Administrative Officer

A handwritten signature in blue ink, appearing to be "K. MacIsaac", written over a horizontal line.

Schedule 'A' Accounts

DD # 70-74		5410.33
5532	Nicole Martin	127.00
5533	Accu-Flo	92.80
5534	NB Aquifer Distribution Ltd.	1,293.67
5535	Associated Engineering Ltd.	6,314.19
5536	David Gingell	1,400.00
5537	Holm Raiche Oberg	12,142.42
5538	Information Services	484.00
5539	Jay's Group of Companies	593.03
5540	L-Con Industries Inc.	1,890.00
5541	Lloydminster Co-Operative Ltd	422.78
5542	Saskatchewan Health Authority	231.00
5543	Neilburg Fire Board	20,161.00
5544	Neilburg Recreation Board	5,500.00
5545	Purolator Courier Ltd	72.46
5546	Sask Power	10,717.03
5547	Sask Tel	95.24
5548	Sk Urban Municipalities Ass	387.89
5549	Village of Neilburg	1,057.50
5550	West Yellowhead Waste Resource	1,893.21
5551	Tracey Zweifel	300.00
5552	Absolute Insulating	399.60
5553	Marsden/Neilburg Minor Hockey	2,600.00
2025-11	Minister of Finance	7,134.80
2025-0123	Collabria Mastercard	190.32
2025-0124	Municipal Employees Pension	854.10
2025-0125	Receiver General for Canada	1,992.81
2025-0126	Sask Energy	67.95
2025-0127	Sask Energy	217.23
2025-0128	Sask Energy	49.88
2025-0129	Sask Power	184.98
2025-0130	Sask Power	162.89
2025-0131	Sask Power	159.49
2025-0132	Sask Power	769.83
2025-0133	Sask Power	128.22
2025-0134	Sask Power	78.67
2025-0135	Sask Power	558.17
2025-0136	Sask Power	95.57
2025-0137	Sask Tel	175.12
2025-0138	Sask Tel	175.12
2025-0139	Sask Tel	82.94
2025-0140	Sask Tel	82.57

AGENDA



Regular Council Meeting of the Village of Neilburg • December 8, 2025

Call to Order

Members Present

Declaration of Interest

Additions to Agenda

Minutes

November 10, 2025

Statement of Financial Activities

November 2025

Bank Reconciliation

November 2025

Accounts

Correspondence

- HRO Chartered Professional Accountants
- North Central Transportation Planning Committee
- Royal Canadian Mounted Police
- Saskatchewan Assessment Management Agency
- Rosemarie Falk, M.P.

RE: 2025 Audit Engagement Letter
RE: Policy Implementation and
Performance Workshop
RE: Cut Knife RCMP Client
Satisfaction Survey
RE: SAMA Service Fees
RE: Municipality Priorities and
Challenges

Other Business

1. CAO Report
2. Village of Neilburg/RM of Hillsdale Joint Administration Agreement
3. Municipal Revenue Sharing Grant Declaration
4. Employee Christmas Appreciation
5. 2026 Council Meeting Schedule

Delegations

Adjourn