

**MINUTES OF A MEETING OF THE COUNCIL OF
THE VILLAGE OF NEILBURG,**
held in the Municipal Office at 39 L.E. Gibbons Centre Street, Neilburg
on Monday, February 14, 2022 at 6:00 p.m.

Call to Order

Deputy Mayor Nicole Martin called the meeting to order at 6:02 p.m.

Members Present

- Mayor Brent Wiens
- Deputy Mayor Nicole Martin
- Alderman Jim Lamb- Absent
- Alderman Cindy Olchowecki
- Alderman Ernie Ducherer- Absent
- Acting Chief Administrative Officer Kathleen McGladdery

Acting Chief Administrative Officer Appointment

32/2022 *Nicole Martin*

That the council of the Village of Neilburg appoint Kathleen McGladdery as the Acting Chief Administrative Officer for the regular council meeting held on February 14, 2022.

Motion Carried.

Minutes

33/2022 *Cindy Olchowecki*

That the minutes of the January 10, 2022 regular meeting be adopted as circulated.

Motion Carried.

Financial Activities

34/2022 *Brent Wiens*

That the Statement of Financial Activities for the month of January 2022 and the Bank Reconciliations for January 2022 be approved as presented.

Motion Carried.

Aldermen Nicole Martin declared a pecuniary interest in payment number 4369 in the amount of \$308.67 to Nicole Martin and left the meeting at 6:22 p.m.

Pecuniary Interest- Nicole Martin

35/2022 *Brent Wiens*

That payment number 4369 in the amount of \$308.67 to Nicole Martin be approved and authorized for payment.

Motion Carried.

Aldermen Nicole Martin returned to the meeting at 6:24 p.m.

Accounts

36/2022 *Cindy Olchowecki*

That the accounts to be approved and authorized for payment and that a list of cheques numbered 4348 to 4382 and online payments 87381 and 889558 be presented in Schedule 'A' to these minutes.

Motion Carried.

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X*

Correspondence

That the list of correspondence be filed:

- | | |
|--|--|
| • HRO Chartered Professional Accountants | Re: 2021 Audit |
| • SAMA | Re: Annual Meeting |
| • Ministry of Government Relations | Re: Updated Procurement Thresholds |
| • Allen Hewko | Re: Reply Letter |
| • White City | Re: Seeking support of Boundary Alteration |
| • West Central Municipal Government Committee | Re: 2022 Membership |
| • Johnson Shoyama Graduate School of Public Policy | Re: Policy Workshop Series |

Suspend Meeting for Public Hearing

37/2022 *Nicole Martin*

That the council meeting be suspended to open a public hearing for the amendment of section 6.4.2 of Bylaw No.130 The Zoning Bylaw.

Motion Carried.

Zero people in attendance.

Resume Regular Meeting

38/2022 *Cindy Olchowecki*

That the Public Hearing be closed and the council meeting resume at 6:33p.m.

Motion Carried.

Bylaw 1, 2022 Second Reading

39/2022 *Nicole Martin*

That Bylaw 1, 2022 being a bylaw to amend Bylaw No.130 known as the zoning bylaw, be read a second time.

Motion Carried.

The bylaw was read by the Administrator.

Bylaw 1, 2022 Third Reading

41/2022 *Brent Wiens*

That Bylaw 1, 2022 being a bylaw to amend Bylaw No.130 known as the zoning bylaw, be read a third time and finally approved.

Motion Carried.

2021 Audit

42/2022 *Cindy Olchowecki*

That the Mayor and CAO be authorized to sign the Audit Engagement Letter for 2021.

Motion Carried.

Reply to Allen Hewko

43/2022 *Cindy Olchowecki*

That the CAO reply to Allen Hewko stating that Section 11 of the Municipalities Act references the fact that the provincial and federal government supersedes municipal government when it comes to making bylaws.

Motion Carried.

Board of Revision Appointment

44/2022 *Cindy Olchowecki*

That the Western Municipal Consulting be appointed as Board of Revision for the Village of Neilburg for 2022.

Members include: Stew Demmans, Tim Lafreniere, Mike Waschuk, Gordon Parkinson, David Thompson, Stuart Hayward, Wayne Adams, Pam Malach, Cameron Duncan, Jeff Hutton and Barry Clark.

Motion Carried.

Board of Revision Secretary Appointment

45/2022 *Brent Wiens*

That Saumya Vaidyanathan be appointed Secretary of the Board of Revision for 2022.

Motion Carried.

Bylaw 2, 2022 First Reading

46/2022 *Cindy Olchowecki*

That Bylaw 2, 2022 being a bylaw to repeal Bylaw 2, 2018, be read a first time.

Motion Carried.

The bylaw was read by the Administrator.

Bylaw 2, 2022 Second Reading

47/2021 *Nicole Martin*

That Bylaw 2, 2022 being a bylaw to repeal Bylaw 2,2018, be read a second time

Motion Carried.

The bylaw was read by the Administrator.

Bylaw 2, 2022 Third Reading Approval

48/2021 *Cindy Olchowecki*

That Bylaw 2, 2022 being a bylaw to repeal Bylaw 2, 2018, be given three readings at this meeting.

Motion Carried.
Unanimously.

Bylaw 2, 2022 Third Reading

49/2022 *Brent Wiens*

That Bylaw 2, 2022 being a bylaw to repeal Bylaw 2, 2018, be read a third time and finally approved.

Motion Carried.

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Tax Enforcement

50/2022 *Cindy Olchowecki*

That the council of the Village of Neilburg authorize the CAO to proceed with 6-month notice on the following tax enforcement properties:

- Blk/Par 1 Plan 72B11215 Ext 0
- Lot 4 Blk/Par 7 Plan BT6096 Ext 0
- Lot 5 Blk/Par 7 Plan BT6096 Ext 0
- Lot 1 Blk/Par 12 Plan BP2886 Ext 0
- Lot 6 Blk/Par B Plan 69B08646 Ext 0

Motion Carried.

Tender for Demolition of Tax Title Property

51/2022 *Nicole Martin*

That the Village of Neilburg call for tenders for the demolition of the tax title property located at 14 3rd Street E.

Motion Carried.

Tender Tax Title Property for Sale

52/2022 *Cindy Olchowecki*

That the Village of Neilburg call for tenders for the sale of the tax title property known as 103 Centre Street, Lot 2 Blk/Par 4 Plan AS4063 Ext 0.

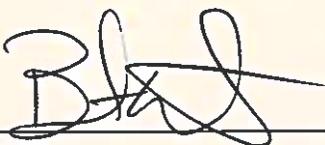
Motion Carried.

Adjourn

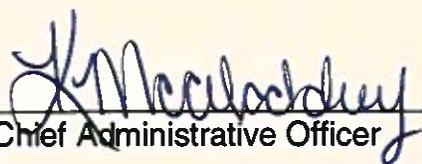
53/2022 *Nicole Martin*

That this meeting does now adjourn at 7:41 p.m.

Motion Carried.



Mayor



Chief Administrative Officer

Schedule 'A'

4348	Arin Ostensoe	1000.00
4349	Janet Hollingshead-Leslie	3355.96
4350	Arin Ostensoe	1094.93
4351	Keri Bratkowski	460.00
4352	David Gingell	1,505.00
4353	Municipal Employees Pension	1,422.88
4354	Amanda Nutbrown	458.00
4355	Receiver General for Canada	2,766.47
4356	Sask Power	2,747.72
4357	Sask Tel	514.55
4358	Sask Energy	598.67
4359	Sask Power	745.73
4360	Anderson Pump House Ltd.	2,616.08
4361	Associated Engineering	85,350.00
4362	CG's Plumbing Plus	144.30
4363	David Gingell	1,200.00
4364	Information Services	357.36
4365	Lakeland Library Region	2,867.14
4366	L-Con Industries Inc.	2,449.13
4367	Lloydminster Co-Operative	215.91
4368	Manitou Pioneers Museum	20.00
4369	Nicole Martin	308.67
4370	Meridian Source	677.26
4371	Saskatchewan Health Authority	69.00
4372	Munisoft	182.11
4373	Myterra Ventures Inc.	1,396.98
4374	Neilburg Community Hall	5,000.00
4375	Rural Municipality of Hillsdale	59,636.73
4376	S.A.M.A	6,167.00
4377	Sask Energy	717.92
4378	Sk Urban Municipalities	741.78
4379	Voided by the print process	0.00
4380	Village of Neilburg	995.00
4381	West Yellowhead Waste Resources	1,598.18
4382	Arin Ostensoe	1000.00
873831	Minister of Finance – PST	103.80
889558	Minister of Finance	1315.54

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AGENDA



Regular Council Meeting of the Village of Neilburg • February 14, 2022

Call to Order

Members Present

Declaration of Interest

Minutes

January 10, 2022 Regular Meeting

Statement of Financial Activities

January 2022

Bank Reconciliation

January 2022

Accounts

Correspondence

- | | |
|--|--|
| • HRO Chartered Professional Accountants | Re: 2021 Audit |
| • SAMA | Re: Annual Meeting |
| • Ministry of Government Relations | Re: Updated Procurement Thresholds |
| • Allen Hewko | Re: Reply Letter |
| • White City | Re: Seeking support of Boundary Alteration |
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Other Business

1. Public Hearing for the intention to adopt Bylaw 1, 2022 to amend section 6.4.2 of Bylaw No.130 the Zoning Bylaw- 6:30 p.m.
2. Board of Revision Appointment
3. 2022 SUMA Convention
4. Joint Administration Agreement
5. Bylaw 2, 2022
6. Tax Enforcement
7. Tax Title Property
- 8.

In Camera

Delegations

- 1]
- 2]
- 3]

Adjourn

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VILLAGE OF NEILBURG

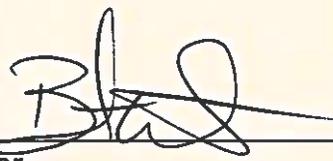
BYLAW 1, 2022

A BYLAW TO AMEND BYLAW NO. 130 KNOWN AS THE ZONING BYLAW

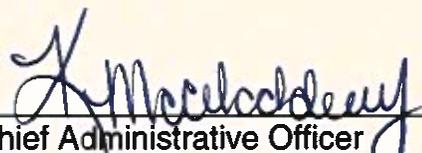
The Council of the Village of Neilburg, in the Province of Saskatchewan, enacts as follows: -

- 1] Section 6.4.2 Discretionary Uses is amended by replacing the discretionary use listing with the following:
 - (1) Abattoirs
 - (2) Building supply establishments
 - (3) Cement and concrete plants
 - (4) Construction trades
 - (5) Junk yards, salvage yards and auto wreckers
 - (6) Manufacturing
 - (7) Meat packing plants
 - (8) Sand and gravel operations and gravel yards
 - (9) Stockyards
 - (10) Taxidermy and accessory tanning of hides
 - (11) Warehouses
 - (12) Welding and machine shops
 - (13) Wholesale establishments





Mayor



Chief Administrative Officer

BYLAW 2, 2022

A BYLAW TO PROVIDE FOR THE ADMINISTRATION OF THE VILLAGE AND TO SET FORTH THE DUTIES AND POWERS OF THE DESIGNATED OFFICERS FOR THE VILLAGE OF NEILBURG

The Council for the Village of Neilburg in the Province of Saskatchewan enacts as follows:

Short Title

1. This Bylaw may be cited as the Administration Bylaw.

Purpose and Scope

2. The purpose of this Bylaw:
 - a) to establish the office of Chief Administrative Officer; and
 - b) to establish who may sign specified municipal documents on behalf of the municipality; and
 - c) to establish the powers, duties and functions of the municipal Chief Administrative Officer and municipal officials.

Definitions

3. In this bylaw
 - a) "Act" means *The Municipalities Act*
 - b) "Municipality" means the Village of Neilburg
 - c) "Chief Administrative Officer" means the Chief Administrative Officer of the Village of Neilburg appointed to the position of Administrator pursuant of Section 110 of *The Municipalities Act*

CHIEF ADMINISTRATIVE OFFICER

Establishment of Position

4. The position of Chief Administrative Officer is established pursuant to section 110 of *The Municipalities Act*.
5. Council shall by resolution appoint an individual to the position of Chief Administrative Officer.
6. The Administrator shall be the Chief Administrative Officer.
7. Any person appointed to the position of Chief Administrative Officer must be qualified as require by *The Municipalities Act*

Duties of the Chief Administrative Officer

8. The Chief Administrative Officer shall perform the duties and exercise the powers and functions that are assigned by the *Act*, any other acts, this Bylaw, or any other bylaw or resolution of Council.

Duties of the Chief Administrative Officer – *The Municipalities Act*

9. Without limiting the generality of section 5 the Chief Administrative Officer shall:
 - a) take charge of and safely keep all books, documents and records of the municipality that are committed to his/her charge; (*MA 111*)
ensure all minutes of council meetings are recorded; (*MA 111*)
 - b) record the names of all council present at council meetings; (*MA 111*)
 - c) ensure the minutes of each council meeting are given to the council for approval at the next council meeting; (*MA 111*)
 - d) advise the council of its legislative responsibilities pursuant to this or any other act; (*MA 111*)
 - e) ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality; (*MA 111*)
 - f) provide the minister with any statements, reports or other information that may be required by this Act or any other act; (*MA 111*)
 - g) ensure that the official correspondence of Council is carried out in accordance with Council's direction; (*MA 111*)
 - h) maintain an index register containing certified copies of all bylaws of the municipality; (*MA 111*)

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- i) deposit cash collections that have accumulated to \$10,000.00, or at least once a month, but not more than once a day, in the bank or credit union designated by council; (MA 111)
- j) disburse the funds of the municipality in the manner and to those directed by law bylaw or resolutions of council; (MA 111)
- k) maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the municipality in accordance with generally accepted accounting principles; (MA 111)
- l) ensure that the financial statements and information requested by resolution are submitted to council; (MA 111)
- m) complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Canadian Chartered Accountants by June 1st of each year; (MA 111, 185)
- n) send copies of bylaws for closing and closing and leasing to the Minister of Highways and Transportation; (MA 13)
- o) bring forward any resignation(s) of elected officials; (MA 96)
- p) at the first meeting in January of each year provide bond(s) to council; (MA 113)
- q) sign minutes of Council and Committee meetings; (MA 115)
- r) sign bylaws; (MA 115)
- s) provide copies of public documents upon request or payment of fee; (MA 117)
- t) provide notice of first meeting of council; (MA 121)
- u) call a special meeting when lawfully requested to do so; (MA 123)
- v) determine the sufficiency of a petition requesting a public meeting of voters; (MA 129)
- w) determine the validity of a petition for referendum (30 days to report to council); (MA 135)
- x) administer public disclosure statements if the municipality adopts this requirement; (MA 142)
- y) record any abstentions or pecuniary interest declarations in the minutes; (MA 144)
- aa) provide information to the Auditor; (MA 190)
- bb) provide for payment of writ of execution against the municipality; (MA 353)
- cc) produce certain records upon request of inspector appointed by Minister; (MA 396)

Additional Duties of the Chief Administrative Officer

9. The Chief Administrative Officer shall:

- a) act as the returning officer for all elections under *The Local Government Elections Act*
- b) ensure that Public Notice is given as provided in the Act, or any other act and/or as required by council in this bylaw, any other bylaw or resolution.
- c) ensure that the policies and programs of the Municipality are implemented
- d) advise, inform and make recommendations to council on the
 - i) operations and affairs of the Municipality
 - ii) policies and programs of the Municipality
 - iii) the financial position of the Municipality
- e) supervise all operations of the Municipality
- f) be responsible for the preparation and submission of the annual budget.
- g) monitor and control spending within program budgets established by Council.
- h) make routine expenditures on a daily basis until the annual budget is adopted by council.
- i) conduct negotiations for land purchases, annexations etc.
- j) attend meetings of Council and other meetings as Council directs
- k) Council may delegate the authority for other matters excepting those listed in Section 127 which must be dealt with by the council.

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**PART III
OTHER POSITIONS**

Acting Chief Administrative Officer

Establishment of Position

10. If the Chief Administrative Officer is incapable of performing his or her duties or if there is a vacancy in such position, the council may appoint a person as Acting Chief Administrative Officer for a period of not longer than three months or any longer period that the Board of Examiners may allow.

Duties

11. The Acting Chief Administrative Officer shall have all the powers and duties of the Chief Administrative Officer while acting in the capacity of the Chief Administrative Officer.

**PART IV
MUNICIPAL DOCUMENTS**

Signing Agreements

12. The Mayor and the Chief Administrative Officer shall sign all agreements to which the municipality is party. In the absence of the Mayor, the Deputy Mayor.

Cheques

13. The Chief Administrative Officer or in the absence of the Chief Administrative Officer the Chief Administrative Officer or Finance Officer for the R.M of Hillsdale No. 440 AND the Mayor or in the absence of the Mayor the Deputy Mayor shall sign all cheques on the behalf of the municipality.

Negotiable Instruments

14. The Chief Administrative Officer AND Mayor or in the absence of the Mayor the Deputy Mayor shall sign all other negotiable instruments on behalf of the municipality.

**PART VI
DESIGNATED OFFICERS**

Temporary Road Closure

15. The Chief Administrative Officer shall be the designated officer for the purpose of temporary road closures. (MA 14))

Enforcement of Municipal Law

16. The Chief Administrative Officer shall be the designated officer to inspect, remedy or enforce any bylaw or the Municipalities Act, depending on Council's desired process to be applied to the enforcement of municipal law. (MA 362-367)

Other Designated Officers

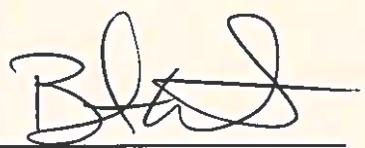
17. The Chief Administrative Officer shall be the designated officer and shall:
- a) maintain debenture register and other duties relating to debenture transactions. (Section 175)
 - b) certify the date on which tax notices are sent. (Section 269)
 - c) prepare and send amended tax notices when required. (Section 271)
 - d) provide receipt for tax payment on request of tax payer or agent. (Section 272)
 - e) apply partial tax payments on arrears first and if undesignated decide to which taxable property or properties the payment is to be applied. (Section 273)
 - f) issue tax certificates. (Section 276)
 - g) proof of taxes signed by a designated officer (Section 277)
 - h) transfer special assessments to the tax roll (Section 310)
 - i) submit school liability in a timely manner (Section 311)

**PART VII
COMING INTO FORCE**

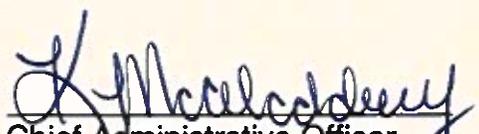
18. This bylaw shall come into effect on the 14th day of February, 2022.

19. Bylaw 02-2018 is hereby repealed.





 Mayor



 Chief Administrative Officer