

**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, January 13, 2025 at 6:00 p.m.

Mayor Brent Wiens completed his Oath of Office.

Call to Order

Mayor Brent Wiens called the meeting to order at 6:03 p.m.

Members Present

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

Members Absent

Councillor Jim Lamb

Additions to Agenda

1/2025 Brent Wiens

That the following be added to the January 13, 2025 Agenda:

- Letter of Request from J.R. Gregoire
- SUMA Convention
- 2025 Hall Renovation Grant
- Trees on Boulevard of 2nd Street West between 1st Ave W and 2nd Ave

Motion Carried.

Minutes

2/2025 Cindy Olchowecki

That the minutes of the December 9, 2024 regular meeting be adopted as circulated.

Motion Carried.

Financial Activities

3/2025 Ernie Ducherer

That the Statement of Financial Activities for the month of December 2024 and the Bank Reconciliations for December 2024 be approved as presented.

Motion Carried.

Accounts

4/2025 Cindy Olchowecki

That the accounts be approved and authorized for payment and that a list of cheques numbered 5312-5356 and online payments 2024-0058 to 2024-0062 and payment 2024-12 be presented in Schedule 'A' to these minutes.

Motion Carried.

BW
AM

Correspondence

- | | |
|--------------------------------|--|
| • RCMP | Re: Reports |
| • RCMP | Re: Detachment Action Plan |
| • SAMA | Re: A look ahead to 2025 |
| • Lakeland Library Region | Re: Education Ministers Order |
| • Jeff Sydoruk | Re: 2025 Plan Review and Building Inspection Rates |
| • HRO Chartered Accountants | Re: 2024 Audit Engagement Letter |
| • NCTPC | Re: Governance and Strategic Planning Workshop |
| • Associated Engineering | Re: Williams Industrial Area Drainage Assessment |
| • Western Municipal Consulting | Re: 2025 Rates |
| • WYWRA | Re: Service Agreement- Founding Member |

Audit Engagement Letter*5/2025 Tara Forbes*

That CAO Kathleen McGladdery and Mayor Brent Wiens be authorized to sign the audit engagement letter for the 2024 Audit.

Motion Carried.

WYWRA Service Agreement*6/2025 Tara Forbes*

That the CAO be authorized to sign the founding member service agreement with West Yellowhead Waste Resource Authoring Inc. for a 12-month term from January 1, 2025 to December 31, 2025.

Motion Carried.

Reply to J.R Gregoire*7/2025 Brent Wiens*

That a letter of reply be sent to J.R. Gregoire that at this time the Council of the Village of Neilburg is not interested in taking back the property located at 104 Highway 40 W for the amount owing on the taxes.

Motion Carried.

SUMA Convention*8/2025 Brent Wiens*

That Councillors Cindy Olchowecki, Ernie Ducherer, Tara Forbes, Brent Wiens and CAO Kathleen McGladdery be authorized to attend the SUMA Convention in Saskatoon from April 13-16, 2025.

Motion Carried.

Councillor Tara Forbes declared an interest and left the council chambers at 7:07 p.m.

Neilburg Community Hall 2025 Renovation Grant*9/2025 Ernie Ducherer*

That the Village of Neilburg issue payment for the 2025 Renovation Grant of \$10,000.00 to the Neilburg Community Hall.

Motion Carried.

Councillor Tara Forbes returned to the council meeting chambers at 7:10 p.m.

BW
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Tax Title Property-304 Railway Avenue East10/2025 *Brent Wiens*

That a second call for tenders be advertised on the tax title property located at 304 Railway Avenue East with tenders to be opened at the February 10, 2025 Council Meeting.

Motion Carried.

Council Member Retirement Recognition Policy11/2025 *Cindy Olchowecki*

That the Council of the Village of Neilburg approve policy number 2025-01, the Council Member Retirement Recognition Policy and that it be attached to these minutes.

Motion Carried.

New Construction Business and Residence Development Tax Incentive Policy12/2025 *Cindy Olchowecki*

That the Council of the Village of Neilburg approve policy number 2025-02, the New Construction Business and Residence Tax Incentive Policy and that it be attached to these minutes.

Motion Carried.

2025 Council Indemnity Rate13/2025 *Ernie Ducherer*

That the Mayor and Councillor Indemnity for the year 2025 remain the same as follows:

Mayor \$85.00/ Meeting

Councillor \$85.00/ Meeting

And that the remuneration be set at a rate of \$250.00 per day and the travel allowance be set at \$0.60/km.

Motion Carried.

In Camera14/2025 *Brent Wiens*

That the meeting proceeds in camera at 7:37 p.m. as per Section 16(1) of the *Local Authority Freedom of Information and Protection Privacy Act*.

Motion Carried.

Out of Camera15/2025 *Tara Forbes*

That the Council come out of camera at 7:42 p.m.

Motion Carried.

Water Treatment Plant Operator Arin Ostensoe 2025 Wage16/2025 *Cindy Olchowecki*

That the wage of Water Treatment Plant Operator, Arin Ostensoe be set to \$30.25/hr. effective January 1, 2025.

Motion Carried.

Water Treatment Plant Operator Amanda Nutbrown 2025 Wage17/2025 *Cindy Olchowecki*

That the wage of Water Treatment Plant Operator, Amanda Nutbrown be set to \$24.00/hr. effective January 1, 2025.

Motion Carried.

Chief Administrative Officer18/2025 *Brent Wiens*

That Kathleen McGladdery be appointed as the Chief Administrative Officer for the year 2025.

Motion Carried.

CAO Kathleen McGladdery presented the Administration Bond to Council.

Assessor and Tax Collector19/2025 *Ernie Ducherer*

That Kathleen McGladdery be appointed as the Assessor and Tax Collector for the year 2025.

Motion Carried.

Returning Officer20/2025 *Tara Forbes*

That Janet Hollingshead-Leslie be appointed the Returning Officer for the year 2025.

Motion Carried.

Office Support21/2025 *Cindy Olchowecki*

That Janet Hollingshead-Leslie, Karrie Blackbeard and Tracey Zweifel be authorized to act as office support for the Village of Neilburg in conjunction with their positions held with the Rural Municipality of Hillsdale No. 440.

Motion Carried.

Deputy Mayor22/2025 *Brent Wiens*

That Ernie Ducherer be appointed as Deputy Mayor for 2025.

Motion Carried.

Building Inspector23/2025 *Ernie Ducherer*

That Jeff Sydoruk with JWS Inspection Services be appointed as the Building Inspector for 2025.

Motion Carried.

Auditor24/2025 *Tara Forbes*

That Holme Raiche Oberg be appointed as the Auditors for the Village of Neilburg for 2025.

Motion Carried.

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Board of Revision*25/2025 Cindy Olchowecki*

That pursuant to Subsection 220(1) of The Municipalities Act, the Village of Neilburg appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

Motion Carried.

Board of Revision Secretary*26/2025 Brent Wiens*

That pursuant to Subsection 221(1) of The Municipalities Act, the Village of Neilburg appoints Kara Lindal with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

Motion Carried.

Development Appeals Board*27/2025 Ernie Ducherer*

That pursuant to Subsection 214(1) of The Planning and Development Act, 2007, the Village of Neilburg appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. Fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

Motion Carried.

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Development Appeals Board Secretary*28/2025 Tara Forbes*

That pursuant to Subsection 216(3)(a) of The Planning and Development Act, 2007, the Village of Neilburg appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

Motion Carried.

2025 Committee and Board Member Appointments*29/2025 Cindy Olchowecki*

That the Village of Neilburg Council approve the list of committee and board members as presented in Schedule 'B' of these minutes.

Motion Carried.

Adjourn*30/2025 Cindy Olchowecki*

That this meeting does now adjourn at 7:53 p.m.

Motion Carried.



Mayor



Chief Administrative Officer

Schedule 'A'
Accounts

5312	Ernie Ducherer	425.00
5313	Tara Forbes	85.00
5314	Jim Lamb	255.00
5315	Nicole Martin	270.80
5316	Cindy Olchowecki	255.00
5317	Brent Wiens	170.00
5318	Amanda Nutbrown	738.00
5319	Arin Ostenoe	2,013.25
5320	Keri Bratkowski	582.50
5321	David Gingell	3,342.00
5322	Municipal Employees Pension	811.56
5323	Receiver General for Canada	1,691.06
5324	Hipperson Construction	330,933.80
5325	Village of Neilburg	702.00
5326	NB Aquifer Distribution Ltd.	1,619.20
5327	Void- Printing Error	0.00
5328	Associated Engineering Ltd.	20,286.00
5329	Jay's Group of Companies	473.33
5330	L-Con Industries Inc.	1,527.75
5331	Lloydminster Co-Operative Ltd	234.92
5332	Marsden/Neilburg Minor Hockey	25.00
5333	Nicole Martin	241.47
5334	McIntosh Garage & Autobody Ltd	2,700.06
5335	Saskatchewan Health Authority	23.00
5336	Neilburg Composite School	180.00
5337	Neilburg Community Hall	5,290.00
5338	Neilburg Legion	640.00
5339	Neilburg Bowling Association	25.00
5340	Neilburg Recreation Board	3,751.00
5341	Nutbrown Brothers Trenching Lt	1,176.00
5342	Purolator Courier Ltd	135.85
5343	Village of Neilburg	1,074.50
5344	Arin Ostenoe	1,000.00
5345	Hipperson Construction	219,996.97
5346	Lakeland Library Region	2,925.34
5347	L-Con Industries Inc.	1,548.45
5348	Lloydminster Co-Operative Ltd	15.53
5349	Saskatchewan Health Authority	23.00
5350	Minister of Finance	779.10
5351	Signs 'n More	997.50
5352	Sk Urban Municipalities Ass	1,300.94
5353	Unicon Pipeline Ltd.	7,825.53
5354	Urban Municipal Administrators	250.00
5355	West Yellowhead Waste Resource	1,146.71
5356	Neilburg Community Hall	10,000.00
2024-12	Minister of Finance	22,619.29
2024-0058	Access Communications	158.18
2024-0059	Sask Energy	1,516.30
2024-0060	Sask Power	2,423.93
2024-0061	Sask Tel	515.49
2024-0062	Collabria Mastercard	322.37

Schedule 'B'
2025 Committee & Board Appointments

WYWRA Representative

Brent Wiens

Neilburg Fire Board

Ernie Ducherer

Barrie Elchyson

Neilburg Fire Chief

Dustin Weinkauf

Manitou Pioneers Museum Board

Dale Herbert

Betty Anne Goodfellow

Edna Jeffrey

Dianne Wakefield

Cyril Sawtell

Lori Fabish

Glenn Liebelt

Janet Makey

Trevor Marshall

Robert Kohlman

Chris Makey

Evan Horvath

Kelly Evanger

Victor Koch

Neilburg Community Hall Board

Ria Wiens

Ruby Flicek

Lisa Perkins

Amy Herbert

Brooke Forbes

Kenzie Houk

Jill Walde

Elysha Ducherer

Tara Forbes

Erika McGillis

Sarah Hein

Chantel Ryan

Neilburg Bowling Association

Bernadette Poppleton

Chantel Ryan

Angela Ryan

Darlene Rutherford

Neilburg Library Board

Sharon Melchior

Shanna Evanger

Tillie Burt

Wendy Worman

Terri Liebelt

Kim Thurlow

Betty Anne Goodfellow

Lakeland Library Regional Board Representative

Betty Anne Goodfellow

Village Green Thrift Shop

Cathy Ducherer

Sharon Sawtell

Bonna Irving

Brenda Ryall

Cathy Dueck

Neilburg Recreation Board

Scott Goodfellow

Rory Marshall

Don Rutherford

Rob Cammidge

Robin Hein

Curtis Wightman

Garrett Brockhoff

Kathleen McGladdery

Kelton Bossert

Dustin Elchyson

Cole Smith

Tyson Forbes

Aaron Gibbons

Mike Foughse

Matt Walde

Highway 40 Health Holdings

Nicole Martin

Big Manitou Regional Park

Ernie Ducherer

Ian Lamb

Welcome Basket Committee

Gwenda Tempel

Eva Schwaiger

Rebecca Gerbrandt

Neilburg Cemetery Manager

Tracey Zweifel

AGENDA



Regular Council Meeting of the Village of Neilburg • January 13, 2025

Call to Order

Members Present

Declaration of Interest

Additions to Agenda

Minutes

December 9, 2024

Statement of Financial Activities

December 2024

Bank Reconciliation

December 2024

Accounts

Correspondence

- | | |
|--------------------------------|--|
| • RCMP | Re: Reports |
| • RCMP | Re: Detachment Action Plan |
| • SAMA | Re: A look ahead to 2025 |
| • Lakeland Library Region | Re: Education Ministers Order |
| • Jeff Sydoruk | Re: 2025 Plan Review and Building Inspection Rates |
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| • NCTPC | Re: Governance and Strategic Planning Workshop |
| • Associated Engineering | Re: Williams Industrial Area Drainage Assessment |
| • Western Municipal Consulting | Re: 2025 Rates |
| • WYWRA | Re: Service Agreement- Founding Member |

Other Business

1. CAO Report
2. Tax Title Property
3. Council Member Retirement Recognition Policy
4. New Construction Business and Residence Development Tax Incentive Policy
5. 2025 Council Indemnity
6. 2025 Wages
7. 2025 Committee and Board Appointments
- 8.

In Camera- Human Resources

Delegations

- 6:30 p.m.- Bob Gregoire
-

Adjourn

Handwritten signature



Council Member Retirement Recognition Policy

Policy Number: 2025-01

Council Resolution Number: 11/2025

Resolution Effect Date: January 13, 2025

Purpose

Whereas upon retirement of a member of council that has served at least one full term (4 years) on Village Council that they be recognized for their years of serving on council.

Policy

It is the policy of the Village of Neilburg that upon retirement of a member of council, with the completion of at least one full term (4 years) on Village Council the former member of council will be recognized for their contributions with a suitable gift valued as follows:

- One, 4-year, term- \$200.00
- Two consecutive terms- \$400.00
- Three consecutive terms- \$600.00
- Four or more consecutive terms- \$1000.00

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New Construction Business and Residence Development Tax Incentive Policy

Policy Number: 2025-02

Council Resolution Number: 12/2025

Resolution Effect Date: January 13, 2025

Purpose

Whereas the Council of the Village of Neilburg wishes to create development incentives to enhance business and residential development in the commercial, industrial and residential districts within the municipal boundaries of the Village of Neilburg through the use of property tax exemptions on new construction of a business or residence.

Policy

It is the policy of the Village of Neilburg to have the Saskatchewan Assessment Management Agency not assess the development of a newly constructed business for three calendar years and a newly constructed residence for one calendar year.