

**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, December 9, 2019 at 6:00 p.m.

**Call to Order**

Mayor Wiens called the meeting to order at 5:55 p.m.

**Members Present**

Mayor Brent Wiens  
Deputy Mayor Nicole Martin  
Alderman Ernie Ducherer  
Alderman Jim Lamb  
Alderman Darwin Urlacher - Absent  
Acting Chief Administrative Officer Janet Hollingshead

**Acting CAO**120/19 *Wiens*

That the Council of the Village of Neilburg appoint Janet Hollingshead as Acting Chief Administrative Officer for the regular council meeting held on December 9, 2019.

Motion Carried.

**Minutes**121/19 *Ducherer*

That the minutes of the November 13, 2019 regular meeting be adopted as circulated.

Motion Carried.

**Financial Activities**122/19 *Martin*

That the Statement of Financial Activities for the month of November 2019 be approved as presented.

Motion Carried.

Alderman Nicole Martin declared a pecuniary interest in payment 3411 for the amount of \$29.23 and left the meeting at 6:12 p.m.

**Nicole Martin #3411**123/19 *Ducherer*

That payment #3411 in the amount of \$29.23 be paid to Nicole Martin be approved for payment.

Motion Carried.

Alderman Nicole Martin returned to the meeting at 6:14 pm.

**Accounts**124/19 *Martin*

That the accounts to be approved and authorized for payment and that a list of cheques number 3397 to 3423 inclusive, other payments and payroll direct deposits be presented in Schedule 'A' to these minutes.

Motion Carried.

*JAM*

**Correspondence**

- WYWRA Annual Meeting
- SAMA SAMAView Information Sheet
- SUMA Group Benefits Renewal
- FCM Membership
- All-net Meeting/Document Management System
- Ombudsman Saskatchewan Myths
- Lyall Lee Garbage Collection Cost
- Ministry of Finance Municipal Revenue Sharing criteria
- Robertson Stromberg Offer

**Garbage Pick-up**125/19 *Weins*

That Lyall Lee be granted the request to increase the weekly garbage pick-up fee to \$330.00 for 2020.

Motion Carried.

**Municipal Revenue Sharing Grant – Declaration of Eligibility**126/19 *Weins*

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 2018 Audited Financial Statement to the Ministry of Government Relations;
- submission of the 2018 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 understand if any requirements are not met, our Municipal Revenue Sharing Grant may be withheld until all requirements are met; and

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

Motion Carried.

Mayor Brent Wiens declared an interest in the letter from Roberson Stromberg and left the meeting at 6:25 p.m.

Deputy Mayor Nicole Martin assumed chair.

**In Camera**127/19 *Ducherer*

That the meeting proceed in camera at 6:25 p.m. as per Section 16(1) of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the Oil Contamination Lawsuit.

Motion Carried.

Present: Aldermen Ernie Ducherer, Jim Lamb, Nicole Martin and Acting CAO Janet Hollingshead

**Meeting Reconvenes**128/19 *Martin*

That Council come out of camera at 6:31 p.m.

Motion Carried.

Mayor Brent Wiens returned to the meeting at 6:14 pm.

Mayor Brent Wiens returned to chair.

**Bylaw 01/2019 – Second Reading**

129/19 *Martin*

That Bylaw 01/2019 being a bylaw to provide for entering into an agreement to establish the administration of The Big Manitou Regional Park Authority be read a second time.

Motion Carried.

The Bylaw was read by the Acting CAO.

**Bylaw 01/2019 – Third Reading**

130/19 *Lamb*

That Bylaw 01/2019 being a bylaw to provide for entering into an agreement to establish the administration of The Big Manitou Regional Park Authority be read a third reading and adopted.

Motion Carried.

The Bylaw was read by the Acting CAO.

**2020 Meeting Schedule**

131/19 *Martin*

That the meeting schedule of the Council of the Village of Neilburg will be the second Monday of each month at 6:00 p.m.

Monday, January 13, 2020  
 Monday, February 10, 2020  
 Monday, March 9, 2020  
 Monday, April 13, 2020  
 Monday, May 11, 2020  
 Monday, June 8, 2020  
 Monday, July 13, 2020  
 Monday, August 10, 2020  
 Monday, September 14, 2020  
 Wednesday, October 14, 2020  
 November to be called after election  
 Monday, December 14, 2020

Motion Carried.

**In Camera**

132/19 *Weins*

That the meeting proceed in camera at 6:35 p.m. as per Section 16(1) of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss Human Resources.

Motion Carried.

Present: Mayor Brent Wiens, Aldermen Ernie Ducherer, Jim Lamb, Nicole Martin and Acting CAO Janet Hollingshead

Alderman Darwin Urlacher attended the meeting and joined the in camera session at 6:48 pm.

**Meeting Reconvenes**

133/19 *Urlacher*

That Council come out of camera at 7:01 p.m.

Motion Carried.

*WAM*

**In Camera**134/19 *Urlacher*

That the meeting proceed in camera at 7:15 p.m. as per Section 16(1) of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss human resources.

Motion Carried.

Present: Mayor Brent Wiens, Aldermen Darwin Urlacher, Ernie Ducherer, Jim Lamb, Nicole Martin and Acting CAO Janet Hollingshead

**Meeting Reconvenes**135/19 *Lamb*

That Council come out of camera at 7:32 p.m.

Motion Carried.

**Chief Administrative Officer Houk**136/19 *Wiens*

That the Council of the Village of Neilburg offer Chief Administrative Officer Joline Houk a medical leave effective December 9, 2019.

Motion Carried.

**Acting CAO**137/19 *Lamb*

That Janet Hollingshead be appointed as Acting Chief Executive Officer for the Village of Neilburg effective December 9, 2019 until further notice, at a salary of \$5,175.00 per month.

Motion Carried.

**Signing Authority**138/19 *Martin*

That the signing authority be for the Village of Neilburg be the Mayor, Brent Wiens, or Deputy Mayor, Nicole Martin, and Acting CAO Janet Hollingshead for all Village of Neilburg Synergy Credit Union accounts.

Motion Carried.

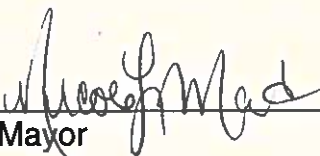
**Adjourn**139/19 *Lamb*

That this meeting does now adjourn.

Motion Carried.

**DELEGATIONS**

- 1] Don Rutherford, Rutherford Agencies – Insurance Policy

  
\_\_\_\_\_  
Mayor

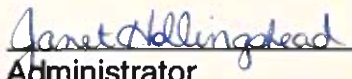
  
\_\_\_\_\_  
Acting Chief Administrative Officer

**VILLAGE OF NEILBURG****BYLAW 01-2019****A BYLAW TO PROVIDE FOR ENTERING INTO AN AGREEMENT TO ESTABLISH  
THE ADMINISTRATION OF THE BIG MANITOU REGIONAL PARK AUTHORITY**

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

1. This Village of Neilburg is hereby authorized to enter into an agreement to establish the administration of the Big Manitou Regional Park Authority, attached hereto and forming part of the bylaw identified as Exhibit "A" for the purpose stated in the agreement.
2. The Mayor and the Chief Administrator Officer is hereby authorized to sign and execute the attached agreement identified as Exhibit "A".

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

**Schedule 'A'**

Payroll	5,446.55
Other Payments	8,492.37
3397 David Gingell	1,863.75
3398 Keri Bratkowski	310.00
3399 David Gingell	125.00
3400 Amanda Nutbrown	362.40
3401 Arin Ostensoe	393.12
3402 Municipal Employees Pension	1,327.90
3403 Arin Ostensoe	123.55
3404 Sk. Urban Municipalities Association	807.06
3405 Collabria Mastercard	23.00
3406 Hack Sales & Service Canada	588.30
3407 Information Services	297.00
3408 L-Con Industries Inc.	80.00
3409 Lyall Lee	1,260.00
3410 Lloydminster Co-Operative Ltd.	24.83
3411 Nicole Martin	29.23
3412 Glen McGladdery	1,398.60
3413 Neilburg Composite School	25.00
3414 Neilburg Community Hall	500.00
3415 Neilburg Legion	1,005.00
3416 Neilburg Bowling Association	20.00
3417 Neilburg Recreation Board	360.00
3418 Nutbrown Brothers Trenching	568.05
3419 Pat Gibbons Ltd.	50.08
3420 Robertson Stromberg	320.27
3421 Voided by the print process	0.00
3422 Village of Neilburg	937.50
3423 Tracey Zweifel	300.00



# AGENDA



Regular Council Meeting of the Village of Neilburg • December 9, 2019

**Call to Order**

**Members Present**

**Minutes**

November 9, 2019 Regular Meeting

**Statement of Financial Activities**

November 2019

**Pecuniary or Conflict**

**Accounts**

**Correspondence**

- WYWRA
- SAMA
- SUMA
- FCM
- All-net
- Ombudsman Saskatchewan
- Lyall Lee
- Ministry of Finance
- Robertson Stromberg

- Annual Meeting
- SAMAView Information Sheet
- Group Benefits Renewal
- Membership
- Meeting/Document Management System
- Myths
- Garbage Collection Cost
- Municipal Revenue Sharing criteria
- Offer

**Other Business**

1. Bylaw 01-2019
2. Meeting Dates
3. Human Resources
- 4.
- 5.
- 6.
- 7.

**In Camera**

**Delegations**

- 1] Don Rutherford
- 2]

**Adjourn**