

**REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF NEVILLE  
HELD IN THE VILLAGE OFFICE ON June 17th, 2024**

**PRESENT:** Mayor Nora McLearn, Councillor Jennifer Cote, Councillor Mary Ferris,  
Administrator Sandra Krushelniski, Administrative Assistant Wyatt Courtney

**ABSENT:**

**CALL TO ORDER** Mayor McLearn called the regular meeting of Council to order at 7:01 p.m.

**PRESENTATION**

**ADOPTION OF AGENDA**

**149/24** *Adoption of Agenda*

Cote: That the Agenda be adopted.

**CARRIED**

**BUSINESS ARISING FROM MINUTES**

**150/24** *Minutes*

Ferris: That the minutes of the regular meeting held on May 8th, 2024 be approved.

**CARRIED**

**CORRESPONDENCE**

**151/24** *Correspondence*

Cote: That the following correspondence having been read, be accepted as information and filed:

MMSW  
FCM  
Sask Parks and Rec  
Lac Pelletier Regional Park  
STARS  
SWTPC  
SUMA Municipal Update  
SWDCRS AGM  
Hutch Ambulance  
Community Futures  
SaskPower

**CARRIED**

**APPROVAL OF FINANCIAL MATTERS**

**152/24** *Statement of Village Financial Activity*

Ferris: That the Village Statement of Financial Activity for the month of May 2024 be acknowledged and filed.

**CARRIED**

**153/24** *Village Bank and Credit Card Reconciliation*

Cote: That the Village bank and credit card reconciliations for the month of May 2024 be acknowledged and filed.

**CARRIED**

**154/24** *Statement of Fire Department Financial Activity*

Cote: That the Fire Department Statement of Financial Activity for the month of May 2024 be acknowledged and filed.

**CARRIED**

**155/24** *Fire Department Bank Reconciliation*

Ferris: That the Fire Department bank reconciliation for the month of May 2024 be acknowledged and filed.

**CARRIED**

**156/24** *Payment of Accounts*

Ferris: That the expenses contained on the List of Accounts for Approval are approved.

**CARRIED**

**OLD BUSINESS**

**157/24** *Council Monthly Reports*

Cote: That council accepts the verbal and written Council Monthly Reports.

**CARRIED**

**158/24** *Administrator Monthly Report*

Ferris: That council accepts the verbal Administrator Monthly Report.

**CARRIED**

**159/24** *Tax Enforcement*

McLearn: That Council directs the Assistant Administrator to list 124 Warwick St at \$12,000.

**CARRIED**

**160/24** *Tax Enforcement*

Ferris: That Council directs the Assistant Administrator to make adjustments necessary to have previous payment arrangements agreed to under motion 57/24 apply to both ratepayer's properties in arrears.

**CARRIED**

**161/24** *Fire Department Report*

Cote: That Council approves the Fire Report as presented.

**CARRIED**

**162/24** *Lagoon Report*

Ferris: Council approves the Lagoon report for June 2024.

**CARRIED**

*CCBF: Repairs to Museum and Church*

Council was advised Assistant Administrator is waiting on estimates from contracts regarding repairs to Church and Museum.

**163/24 CCBF: Asbestos Confirmed in Church Basement Floor Tiles**

Cote: Council directs the Assistant Administrator to get estimates for the cost for asbestos abatement in the Church basement.

**CARRIED**

**164/24 CCBF: Sand-Sealing**

Ferris: Council directs the Assistant Administrator to get estimates for costs of Sand-Sealing in the Village.

**CARRIED**

**165/24 CCBF: Sidewalk Repairs**

Cote: Council directs the Assistant Administrator to get estimates for repairs for sidewalks with significant issues in the Village.

**CARRIED**

**NEW BUSINESS**

*Webinars, Meetings, and Training*

Council was advised of upcoming webinars, meetings, and training.

*Update Village Letterhead*

Discussed updating Village letterhead and possibly switching to a .com, from .ca website for cost savings.

*Municipal Business Cards*

Discussed creation of Municipal Business Cards for members of Council and Administration.

**166/24 Cultivator / Lawn Seep / Hose Reels**

Ferris: That Council directs the Assistant Administrator to tender Cultivator, Lawn Sweep, and Hose Reels with no minimum accepted offer.

**CARRIED**

*Tree Shredder*

Discussed utility of purchasing Tree Shredder.

**167/24 Cemetery Grass Seed**

Cote: That Council approves the purchase of grass seed for the Cemetery.

**CARRIED**

*Computer Generated Receipts for Utility Payments*

Discussed changing from manual receipts to computer generated receipts for utility payments.

*Lac Pelletier Regional Park AGM Appointment*

Discussed lack of contact details for second appointee to the Lac Pelletier Regional Park.

**168/24** *Development Permit*

Ferris: That Council approves the Development Permit for 111 Warwick St.

**CARRIED**

*Development Permit*

Council would like more information regarding development at 101 Gloucester St in order to ensure set-backs are followed correctly and development does not exceed 50%.

**169/24** *Pit Run for Prairie Avenue*

Cote: That Council direct the Assistant Administrator to purchase pit run for Prairie Ave.

**CARRIED**

*Village Sign*

Discussed replacement of damaged Village Sign light.

*Sewer Problems on Warwick St*

Advised Council as to the findings from high-pressure jetting of Warwick St Sewer line.

**170/24** *Lagoon Compliance Inspection Report*

Ferris: Council acknowledges receipt of the Lagoon Compliance Inspection Report.

**CARRIED**

**171/24** *Office Hot Water Heater Replacement*

Cote: That Council directs the Assistant Administrator to replace the Office Hot Water Heater.

**CARRIED**

*Connect Energy*

Discussed Connect Energy Natural Gas advertisement.

**172/24** *NPF Call to Action*

Ferris: That Council directs the Assistant Administrator to sign the Village on.

*Canada Day Celebrations*

Discussed possibilities for Canada Day Celebrations

**173/24** *Assistant Administrator Wages*

Cote: That for the year 2024, Wyatt T. Courtney be hired as Assistant Administrator at an hourly Wage of \$26, paid on the 15th and end date of each month.

Work Hours are three days per week, from 8:30 am to 4:30pm, with one complete hour for lunch with the office closed on statutory holidays

The Assistant Administrator shall work such additional time as is required to attend regular and special meetings of Council, Special and municipally requested or required Public Meetings concerning the Village's Business

That the following fees be paid on his behalf:

1. UMAAS Membership Fees
2. SUMA Benefits Premium
3. That the 2024 Premium for Long Term Disability and Group Life Insurance shall be deducted

from his wages in 2024.

**CARRIED**

**174/24** *Assistant Administrator Benefits*

Ferris: That for the fiscal year 2024 the Assistant Administrator receives the following benefits:  
3/52 annual holiday pay and 5% statutory holiday pay equalling 10.77%  
Holiday pay to be accrued until holidays are taken  
The timing of holidays taken are to be mutually agreed upon from time to time  
Sick leave shall be accumulated at a half day per month, for up to six days per employment year  
Unused Sick Days may be accumulated up to 21 days.  
Compassionate Leave shall be allowed according to SK Legislation  
Leave for care for immediate family members is to be charged to the Sick Leave account for up to 2 days per employment year  
Professional membership fees to be paid on behalf of employee as per Council approval  
Training and travel to be paid on behalf of employee, for Council approved training and travel

**CARRIED**

*Office Closure for Funeral*

Discussed closing office for funeral.

**175/24** *Re-issue Firefighter Cheque*

Cote: That Council directs the Assistant Administrator to cancel and re-issue outstanding cheque from 2023.

**CARRIED**

**176/24** *July 2024 Calendars*

Ferris: Council approves the July Calendar.

**CARRIED**

**BY-LAWS**

The Committees Bylaw and Rec Board Constitution will be discussed at the July meeting.

**APPROVAL OF ADDITIONAL ACCOUNTS**

*Approval of Additional Accounts*

No additional accounts to approve.

**177/24** *Next Meeting*

Cote: That the next regular Council Meeting will be Monday July 8th, 2024 at 7 p.m.

**CARRIED**

**ADJOURNMENT:** Mayor McLearn declared the meeting adjourned at 9:50p.m.

---

Mayor

---

Administrator