

**Minutes from the Regular Meeting of the Council of the Town of Carrot River held on the
16th day of December 2025, in the Carrot River Council Chambers**

Present:

Mayor Carrie Neigel

Councillors: Donald R. Anthony

Chris Bergen

Kendall Friske

Neal Wasko

Evan Wolowski

Interim Administrator Janelle Scott

Regrets: Andrew Kavanagh

Observer: Jordan Sinclair

Mayor Carrie Neigel called the meeting to order at 6:31 PM.

2025-254 Anthony

Approval/Additions of Agenda

That the agenda for this regular meeting be accepted as presented with the addition of the December 16, 2025 inspection report submitted by Fire Chief Sinclair.

Carried

2025-255 Wasko

Approval of Minutes

That the minutes from the November 18, 2025 Regular Meeting be accepted as presented.

Carried

2025-256 Bergen

General Correspondence

That the Administrator presented the 2025 SAMA Primary Audit Report, Plunk EV Partnership correspondence and the Premier's Commendation for Council's information and review. It was further suggested that the Plunk EV Partnership correspondence be forwarded to the Carrot River Inn and Riverside Co-op for consideration, as the Town does not have a viable location to accommodate such a facility.

Carried

2025-257 Anthony

Consent Agenda

List of Accounts for Approval

That bills and account payments for cheques 8594 – 8636, and online banking totaling \$105,531.08; and cheques 8637-8642 and online banking totaling \$21,170.84 be approved and attached hereto. It is further understood that cheque 8594 be held, further verified and reissued if necessary.

Carried

2025-258 Wolowski

Payment of Wages

That November 2025 direct payroll deposits totalling \$41,384.77 be approved and attached hereto.

Carried

2025-259 Bergen

Financial Statements & Bank Reconciliation Reports

That the October and November 2025 bank reconciliation reports and Income Statements be accepted as presented and attached hereto.

Carried

2025-260 Anthony

Staff, Committee and Board Reports

That staff reports and outside board/committee reports provided to the Administrator be accepted as presented.

Carried

2025-261 Wasko

Pasquia Trust Fall Grant Allocations

That through electronic ratification on November 26, 2025, the Pasquia Trust fall 2025 grant allocations be acknowledged and approved as presented, and that Administration be authorized to advise Pasquia Trust so that the respective groups may proceed with their purchases.

Carried

2025-262 Wasko

Tennis Court Resurfacing

That whereas Council has discussed the condition and the long-term suitability of resurfacing the tennis courts at the old school for use as a skateboard park, and Council wishes to ensure that any investment in recreational infrastructure is sustainable, safe and provides long term value to the community; therefore be it resolved that Council request that the Recreation Board investigate alternative options for the development of a skateboard park within the Town's green spaces, including potential locations and design concepts (such as seasonal or modular options), rather than proceeding with resurfacing the tennis courts at this time, and to report back to Council with findings and recommendations.

Carried

Councillor Anthony left Council Chambers at 7:58 PM and returned at 8:00 PM

2025-263 Wasko

In Camera

That Council meet in camera at 8:01 PM to discuss HR personnel matters.

Carried

2025-264 Friske

Rise and Report

That Council rise and report at 9:30 PM.

Carried

2025-265 Wolowski

Carrot River Medical Clinic

That through electronic ratification on December 1, 2025 and upon the recommendation of the Medical Clinic Committee, the employment of Lynda Gurbach as a Receptionist at the Carrot River Medical Clinic be terminated effective immediately; And whereas pursuant to The Saskatchewan Employment Act and provincial Employment Standards, an employee who has been employed for more than eight (8) consecutive weeks must be provided written notice of termination or pay in lieu of notice;

Be it further resolved that Lynda Gurbach receive pay in lieu of notice in accordance with the minimum requirements of *The Saskatchewan Employment Act* and Employment Standards Regulations; And be it further resolved that all Clinic property, including keys, documents and any other assets or materials belonging to the Carrot River Medical Clinic, be returned to Administration immediately upon receipt of the termination notice; And be it further resolved that Administration is hereby authorized to issue the formal written notice of termination and complete all final payroll, payouts, statutory requirements and documentation as required.

Carried

2025-266 Anthony

Fire Department Resignation

That the resignation received from Britney Palmer from the Carrot River Fire Department be acknowledged and accepted with regrets.

Carried

New Business

2025-267 Bergen

2026 Committee Appointments List

That the following list be adopted for the 2026 Committee Appointments:

Town of Carrot River Annual Appointments				
COMMITTEE	NAME	APPOINTED	RE-APPOINTMENT	
Auditor	Bakerstly			
Building Officials	Municipal Services Ltd.	22-Jan-21	ANNUAL	
	B&B Enforcement Services Ltd.	1-Oct-13	ANNUAL	
Carrot River Donor's Choice	Town Rep. Taryn Bryson		ANNUAL	
Carrot River Economic Development	Town Rep. Evan Wolowski	14-Dec-22	ANNUAL	
	Christine Trombley	22-Dec-20	31-Dec-25	
	Amanda Holmes	19-Sep-23	31-Dec-25	
	Jeff Cavanaugh	15-Nov-17	31-Dec-26	
	Candice Heise-Lachinski	15-Nov-17	31-Dec-26	
	Marcy Friesen	18-Dec-18	31-Dec-26	
Carrot River Fire & Rescue Committee	Mayor Carrie Neigel	13-Nov-24	ANNUAL	
	Town Rep. Kendall Friske	13-Nov-24	ANNUAL	
	Rep. Town Wilfred Wolowski	9-Nov-20	ANNUAL	
	RM Rep. Rayan Drury		ANNUAL	
	Deputy Fire Chief DFC		ANNUAL	
Carrot River Recreation Board	Town Rep. Chris Bergen	13-Nov-20	ANNUAL	
	Vacant			
	Candace Panchyshyn	19-Mar-14	31-Dec-26	
	Shelly Holmen	18-Dec-18	31-Dec-26	
	Byron Funk	14-May-24	31-Dec-26	
	Sofian LaFebvre	14-May-24	31-Dec-26	
	Jake Buhler	08-Dec-25	31-Dec-26	
	Dorou Lee Flewerty	08-Dec-25	31-Dec-26	
Carrot River Senior Citizen's Home Ltd.	RM Rep. Jacob Buhler		ANNUAL	
	RM Rep. Janet Skutlicky Carrie		ANNUAL	
	Town Rep. Neigel	13-Nov-24	ANNUAL	
	Town Rep. Neal Wasko	13-Nov-24	ANNUAL	
	Treasurer Evron Busaki	1-Oct-10		
Carrot River Medical Clinic	Town Rep. RM Carrie Neigel	13-Nov-24	ANNUAL	
	Rep. Town Rayan Drury		ANNUAL	
	Rep. RM Rep. Robert Anthony	13-Nov-24	ANNUAL	
	Jake Buhler		ANNUAL	
Cemetery Committee	Town Rep. Neal Wasko		ANNUAL	
	Town Rep. Neil Pennycook		ANNUAL	
District Board of Revision	Western Municipal Consulting		ANNUAL	
Pasquia Regional Park	Town Rep. Chris Bergen	13-Nov-24	ANNUAL	
Pasquia Place Joint Appointments	Town Rep. Neal Wasko	13-Nov-24	ANNUAL	
	RM Rep. Jake Buhler	15-Nov-24	ANNUAL	
	Dixie Strasser	1-Jan-21	31-Dec-26	
	April Charlo	17-Dec-24	31-Dec-26	
	Kathy Meyer	16-Dec-25	31-Dec-27	
	Angela Maynard	16-Dec-25	31-Dec-27	
	Cystal LaFebvre	16-Dec-25	31-Dec-27	
	Rhonda Nickel	31-Dec-26		
Secretary	Maggie VanMeter	31-Dec-26		
Auditor	Diane Barnette		ANNUAL	

Regional EMO Coordinator	Chris Letendre, B&B Enforcement Services		
Solicitor	Avenue Law		
The Pasquia Trust Joint Appointments	Jim Doherty	1-Jan-18	31-Dec-25
	Karen Holoska	15-Nov-17	31-Dec-25
	Ray Campbell		31-Dec-25
	Cystal Drury	1-Jan-22	31-Dec-25
	Kendall Friske	13-Nov-24	31-Dec-25
	Alan Stewart	1-Jan-21	31-Dec-26
	Lyle Quiring	1-Jan-21	31-Dec-26
	Wilfred Wolowski	1-Jan-21	31-Dec-26
	Dan Oakes Carmella	18-Mar-20	31-Dec-26
	Hood	15-Nov-24	31-Dec-26
Tisdale Landfill Committee	Carrie Neigel	13-Nov-24	ANNUAL
Town Lakes District Planning Commission	Town Rep. Evan Wolowski	13-Nov-24	ANNUAL
	Town Rep. Andrew Kavanagh	13-Nov-24	ANNUAL
Carrot River Hall Committee	RM Rep. Jake Buhler	Oct 25	ANNUAL
	Town Rep. Kendall Friske	21-Oct-25	ANNUAL
	Town Rep. Chris Bergen	21-Oct-25	ANNUAL
	Town Rep. Miranda Blaber	21-Oct-25	ANNUAL
Wapiti Regional Library	Town Rep. Renee Pheasich		
W/S System Records	Taryn Bryson		

The meeting recessed at 9:37PM and reconvened at 9:41PM.

2025-268 Friske

Accounts Receivable Write Offs

THAT Administration be authorized to write off outstanding accounts receivable arrears from the years 2020 to 2024 in the total amount of \$3,190.68, as these amounts are deemed uncollectible.

Carried

2025-269 Bergen	Key Access Policy That the Key Access Policy be accepted as presented and be effective immediately.	Carried
2025-270 Wasko	Letter of Request – Carrot River Housing Authority That the letter of request received from Carrot River Housing Authority be accepted as information. Furthermore, that Administration be authorized to waive the \$3,378.64 penalty in recognition of the discounted tax amount.	Carried
2025-271 Bergen	Tourist Center Estimates That Administration be authorized to issue an invitational tender for the Tourist Booth and Bathroom insurance repairs arising from the June 2024 storm, and that the selected tender be forwarded to SGI for review and approval.	Carried
2025-272 Bergen	Block 22 Plan CI5849 Survey That Administration be authorized to coordinate with Meridian Surveyors to survey and pin Lots 4–7, Block 22, Plan CI5849, at a cost of \$2,800 plus applicable GST.	Carried
2025-273 Friske	Order to Remedy – Doerksen Appeal That the Order to Remedy appeal received from Randall and Alannah Doerksen requesting that the grain bin be permitted to remain within Town limits be accepted as information; and further that Council confirm that an agricultural grain bin is not a permitted accessory building within the boundaries of the Town of Carrot River under the Zoning Bylaw; and further that Administration be directed to advise the property owners that the grain bin must be removed from the property no later than January 22, 2026, and that failure to comply may result in further enforcement action as provided for under the applicable bylaws and legislation.	Carried
<i>Councillor Anthony left Council Chambers at 10:23 PM and returned at 10:24 PM</i>		
2025-274 Bergen	Letter of Request – Community Planning SUBD004004-2024 – Enns That the correspondence received from Community Planning respecting Subdivision Application SUBD004004-2024 be accepted as information; and further that Council supports the subdivision application only on the condition that a Servicing Agreement is entered into and executed to the satisfaction of the Town prior to final approval.	Carried
2025-275 Anthony	BCL LS1 Final Report That the Sewage Pumping Station #1 Upgrades- pre-design final report be accepted as presented.	Carried
Bylaws <i>Councillor Friske abstained from voting on the voting of Bylaw 2025-09.</i>		
2025-276 Wolowski	Bylaw 2025-09 Amendment #7 of Zoning Bylaw 2013-06 That Bylaw 2025-09 being amendment #7 for Zoning Bylaw 2013-06 be introduced and be read a first time.	Carried
2025-277 Wasko	Bylaw 2025-09 Amendment #7 of Zoning Bylaw 2013-06 That Bylaw 2025-09 being amendment #7 for Zoning Bylaw 2013-06 be read a second time.	Carried
2025-278 Wolowski	Adjournment That this Regular Council meeting now be adjourned at 10:52 PM.	Carried

Carrie Neigel - Mayor

Janelle Scott – Interim Administrator