

**Minutes from the Regular Meeting of the Council of the Town of Carrot River held on the
17th day of February 2026, in the Carrot River Council Chambers**

Present:

Mayor Carrie Neigel

Councillors:

Donald R. Anthony

Chris Bergen

Kendall Friske

Neal Wasko

Evan Wolowski

Andrew Kavanagh

Interim Administrator Janelle Scott

Administrator Taryn Bryson 6:57 to 9:57pm

Regrets: n/a

Delegates: Sgt. Reid Doucette via telephone - 2025 review 6:27 to 6:53pm

Observer: Jordan Sinclair 6:30 to 8:43pm

Mayor Carrie Neigel called the meeting to order at 6:27 PM

2026-027 Wasko

Approval/Additions of Agenda

That the agenda for this regular meeting be accepted, with the addition of the Clear the Path Declaration.

Carried

2026-028 Wasko

Approval of Minutes

That the minutes from the January 20, 2026 Regular Meeting be accepted as presented.

Carried

General Correspondence

The general correspondence received from JBC Sandbag was presented for Council's information and review.

2026-030 Wasko

Consent Agenda

Financial Statements & Bank Reconciliation Reports

That the December 2025 Income Statement, January 2026 bank reconciliation report and Income Statement be accepted as presented and attached hereto.

Carried

2026-031 Bergen

List of Accounts for Approval

That bills and account payments for cheques 8721 – 8753 and online banking payments totaling \$126,700.98 be approved and attached hereto. It is understood cheque 8732 be voided as it was already issued with 8688 in January 2026.

Carried

2026-032 Bergen

Payment of Wages

That January 2026 direct payroll deposits totalling \$43,825.27 be approved and attached hereto.

Carried

2026-033 Wasko

Staff, Committee and Board Reports

That staff reports and outside board/committee reports provided to the Administrator be accepted as presented. It is understood that the January CRFD Facility walk through concerns have been brought to the attention of the Facility Manager.

Carried

Councillor Bergen left Council Chambers at 7:44 PM and returned at 7:47 PM

2026-034 Friske

New Business

Municipal Revenue Sharing Grant - Declaration of Eligibility

The Council of the Town of Carrot River confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:

- Submission of the 2024 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2025 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 authorize Janelle Scott to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Carried

2026-035 Wasko	<p>Western Municipal Consulting LTD Service Agreement</p> <p>That Council authorizes Administration to enter an open-ended contract with Western Municipal Consulting LTD for the provision of services related to the Development Appeals Board and Board of Revision with the understanding that either party may terminate the agreement upon providing thirty (30) days written notice.</p> <p style="text-align: right;">Carried</p>
2026-036 Bergen	<p>MTN Disposal Ltd. Service Agreement</p> <p>That Council hereby authorizes Administration to extend the current garbage and recycling service contract with MTN Disposal Ltd. into a two (2) year agreement, with the contract term ending February 1, 2028.</p> <p style="text-align: right;">Carried</p>
2026-037 Bergen	<p>Letter of Request – Casper’s Early Learning</p> <p>That the letter of request from Casper’s Early Learning be accepted as information. Furthermore that Council hereby approves offering Casper’s Early Learning the hall rental for the Mother’s Day Princess Tea Party being held on May 9, 2026, at one half of the standard full day rental rate. It is understood that the hall shall be left in a clean and presentable condition, with all cleanup and garbage removal the responsibility of the renter. Further, should funding remain a concern, it is suggested that other suitable venues may be considered for this event, such as Pioneer Place and/or the Arts and Culture Centre.</p> <p style="text-align: right;">Carried</p>
2026-038 Wasko	<p>Letter of Request –TR No. 50900</p> <p>That the request from the owner of Tax Roll No. 50900 for forgiveness of interest and penalty be accepted as information, and that Council confirms the interest and penalty remain in accordance with the municipal tax bylaw, as payment was received after the December 31 deadline. Further, Council acknowledges that steps have been taken by Administration to issue tax reminders closer to year end to assist ratepayers going forward.</p> <p style="text-align: right;">Carried</p>
2026-039 Wolowski	<p>Letter of Request – TR No. 11606</p> <p>That the request from the owner of Tax Roll No. 11606 for forgiveness of interest and penalty be accepted as information, and that Council confirms the interest and penalty remain in accordance with the municipal tax bylaw, as payment was received after the December 31 deadline. Further, Council acknowledges that steps have been taken by Administration to issue tax reminders closer to year end to assist ratepayers going forward.</p> <p style="text-align: right;">Carried</p>
2026-040 Bergen	<p>Lot 4 - Tender</p> <p>That the Council of the Town of Carrot River hereby accepts the tender submitted by Tyler and Marissa Moyer, operating as 102195033 Saskatchewan Ltd., in the amount of \$15,000 (fifteen thousand dollar) for the purchase of the property located on 1st Street North East, legally described as Lot 4, Block 22, Plan CI5849; And further that title transfer are to be registered under 102195033 Saskatchewan Ltd.; And further that this acceptance is conditional upon all terms and conditions outlined in the Lot Purchase Agreement being fully met and adhered to by the purchasers.</p> <p style="text-align: right;">Carried</p>
<i>Councillor Kavanagh left Council Chambers at 8:06 PM and returned at 8:08 PM</i>	
2026-041 Wasko	<p>Fire Department Resort Village of Tobin Lake (<i>Rescinded March 17, 2026</i>)</p> <p>That, as per the Request for Decision received from Fire Chief Sinclair, Council hereby approves increasing the annual retainer for the Resort Village of Tobin Lake from \$15,000 to \$20,000 per year, effective the 2026 operating year.</p> <p style="text-align: right;">Carried</p>
2026-042 Wolowski	<p>CFRD & Capital Plan</p> <p>That Administration be directed to send a letter to the RM of Moose Range requesting a meeting within the first week of March to further discuss the CFRD and Capital Plan.</p> <p style="text-align: right;">Carried</p>
2026-043 Bergen	<p>Tourist Booth Claim</p> <p>That Council hereby authorizes Administration to respond to SGI with a counteroffer regarding the payout amount for the Tourist Booth and Bathroom replacements. Should the approved payout amount be increased, Administration is further authorized to engage Outback Construction for the removal and replacement of the Tourist Booth and bathroom at the quoted price of \$28,800 plus applicable taxes. It is further understood that, as per the contractors schedule, the project is anticipated to commence in early May and be completed by June, weather permitting.</p> <p style="text-align: right;">Carried</p>

2026-044 Wolowski

Preliminary Budget

That Council reviewed the preliminary budget and requested additional information regarding capital expenditures and the CRFD. Furthermore, this item is hereby tabled until Council is able to meet again with the RM of Moose Range to further discuss capital planning and the CRFD matters.

Carried

2026-045 Bergen

Clear The Path Declaration

In the matter of the agreement(s) and amendments(s) between Saskatchewan Association of Rural Municipalities (SARM) and the Town of Carrot River for the maintenance of a Clearing the Path (CTP) Primary Weight Road Corridor, we, the undersigned Mayor and Administrator do solemnly declare that:

For the Fiscal Year beginning April 1, 2025 and ending March 31, 2026, the Municipality has maintained the Primary Weight Corridor noted in the *Clearing the Path - Primary Weight Corridor Maintenance Agreement(s) and Amendment(s)* to a level of maintenance that is suitable for the safe and efficient movement of all vehicles, including vehicles operating at primary weights, and all work or services provided are of a good quality and completed in a good and professional manner, in accordance with good and recognized standards, methods, practices and principles employed in the industry for similar work and in accordance with the terms of the Agreement and all applicable codes, laws and regulations.

Further, that we authorize Carrie Neigel and Janelle Scott to sign the Declaration of Eligibility and submit it to SARM.

Carried

Fire Chief Sinclair left the meeting.

2026-046 Wolowski

In Camera

That Council meet in camera at 8:43 pm to discuss HR personnel matters.

Carried

Councillor Wasko left Council Chambers at 9:02 PM and returned at 9:05 PM

2026-047 Wolowski

Rise and Report

That Council rise and report at 9:30 pm.

Carried

2026-048 Kavanagh

Formal Complaint- January 29, 2026

That Council acknowledges receipt of the formal complaint and confirms that it is satisfied with the response and actions taken by Administration to address and resolve the matter in an appropriate, respectful and professional manner, with the understanding that a letter of reprimand has been placed on the employee's personnel file.

Carried

2026-049 Wolowski

Front Office Staff

That Council hereby supports and authorizes Administration to terminate the employment of Jelaine Ralph in accordance with Saskatchewan Labour Standards, including the provision of termination pay in lieu of notice in the amount of four (4) weeks, as legislated, based on the employee's start date of March 2022, and to take all necessary steps to finalize the termination in a respectful, lawful, confidential and risk managed manner, including the completion of all final pay, benefits, statutory reporting and documentation requirements.

Carried

2026-050 Anthony

Advertising Front Office Staff Position

That Council hereby authorizes Administration to post the full time Office Assistant position on the Towns online platforms and on SaskJobs. Administration is further authorized to proceed with the shortlisting and interviewing of candidates for the position. Should a suitable candidate be identified, Administration is authorized to extend an offer of employment, with a start date to be determined and to complete the hiring process in accordance with all applicable employment policies. It is further understood that all necessary training shall be arranged with MuniSoft and any other relevant organizations to ensure the successful candidate is properly supported and set up for success in the workplace.

Carried

2026-051 Anthony

Adjournment

That this Regular Council meeting now be adjourned at 9:57PM.

Carried

Carrie Neigel - Mayor

Janelle Scott – Interim Administrator