

December 15, 2021

Minutes of the Regular Meeting of Council for the Village of Canwood, held at 651 Main Street, Wednesday, December 15, 2021. Meeting was called to order by Mayor Thompson at 9:34 a.m.

Present: Mayor – Robert Thompson
Deputy Mayor – Ken Moar
Councillors – Lorne Benson, Kaytlyn Mitchell and Ron Willner
Administrator – Erin Robertson

243-21 **Willner** - That the minutes of the November 15, 2021, Regular Meeting of Council
November Minutes be approved as amended.

Carried

244-21 **Mitchell** - That the Statement of Financial Activities and Bank Reconciliation for
Financials the month of November 2021 be approved as presented.

Carried

245-21 **Moar** - That the water report for the month of November 2021 be approved as
Water Report presented.

Carried

246-21 **Thompson** - That we acknowledge receipt of Maintenance Manager Calendar, Office
November Time Assistant and Administrator Attendance Statements for November 2021 as
presented.

Carried

247-21 **Moar** - That we issue Cheques 5452 to 5488 and Other payments totaling
Payments \$36,709.13 as detailed on attached List of Accounts for Approval, Pay
Period 15 and December payroll advance from the general account.

Carried

248-21 **Thompson** - That we move to in-camera at 10:07 a.m. sighting *The Local Authority*
In-camera session *Freedom of Information and Protection of Privacy Act, section 15(1)(b)(ii)*
and section 23(1)(b) "personal information" and ask that the
Administrator remain in Council chambers.

Carried

249-21 **Thompson** - That we move out of in-camera at 10:17 a.m.
In-camera concluded

Carried

Committee Updates:

- Human Resource Committee written report provide by Mayor Thompson
- Public Works Committee verbal report provided by Councillors Willner and Benson

250-21 **Benson**
Correspondence

- That the correspondence be noted and filed:

- Ministry of Government Relations, changes to legislation relating to construction and occupancy of buildings;
- SUMA President letter of resignation;
- NCTPC September 2, 2021, regular meeting minutes;
- Canwood and District Memorial Arena Financial Statement ending October 31, 2021;
- Water Security Agency, Lagoon Compliance Inspection dated October 28, 2021; and
- WCB 2022 Premium Rate Notice.

Carried

251-21 **Benson**
Purchase 2012 GMC
Service Truck

- Whereas the theft of the Village service truck occurred in July of 2021, and whereas the Village of Canwood is in need a replacement, be it resolved that we acknowledge the purchase of 2012 GMC Sierra 1500 EXT Cab 4WD, from Dale Collis, Canwood, Sask., for a price of \$17,000.00. Furthermore, let the minutes note that the PST was assessed at time of vehicle registration with Saskatchewan Government Insurance (SGI).

Carried

252-21 **Moar**
Policy – COVID
Vaccination

- That we approve the changes to policy HR – 4 Proof of COVID 19 Corporate Vaccination Policy, with an ongoing review based on recommendations or stipulations from Saskatchewan Public Health Orders.

Carried

253-21 **Mitchell**
Arena COVID
Vaccination Policy

- That we approve the draft of policy HR – 5 Proof of COVID 19 Arena Vaccination Policy, with an ongoing review based on recommendations or stipulations from Saskatchewan Public Health Orders.

Carried

254-21 **Mitchell**
Arena Financial Stm.

- That we acknowledge the Canwood Memorial Arena Financial Statement ending October 31, 2021, as presented.

Carried

255-21 **Thompson**
WSA Lagoon Inspection

- That we acknowledge receipt of the Lagoon Compliance Inspection dated October 28, 2021 Water Security Agency.

Carried

256-21 **Willner**
Robertson Training

- That we agree to the enrollment of Administrator, Erin Robertson to the U.M.A.A.S workshop to be held March 24, 2022, for a cost of \$150.00.

Carried

257-21 **Moar**
Year-end Payments

- That we agree to allow the Administrator to process the 2021 year-end expenditures and budget items prior to the January 2022 meeting with all payments to be verified by the Mayor.

Carried

258-21 **Moar** - That we authorize the Administrator to add any utility accounts that are
Add Past Due Utilities 60 days past due onto the appropriate tax roll.
Carried

259-21 **Benson** - That we agree to the proposal from Affinity Credit Union to provide
Affinity CU Service financial services to the Village with a Business Select Chequing and
Agreement Savings fee plan effective January 1, 2022. Furthermore, we instruct the
Mayor and Administrator to sign the Acceptance of Offer, expiring
January 31, 2025, as attached to these minutes.
Carried

260-21 **Willner** - That we agree that Council Indemnity and Remuneration remain
2022 Indemnity Rates unchanged for 2022 and are as follows:
➤ Mayor \$130.00 per council meeting;
➤ Councillors \$120.00 per council meeting;
➤ Full day meetings \$130.00;
➤ Half day meetings (2-5 hours) \$80.00;
➤ Two hours or less meetings \$40.00; and
➤ Mileage \$0.45 cents per kilometer.
Carried

261-21 **Thompson** - That we agree to recess at 11:46 a.m. for 8 minutes.
Recess Carried

262-21 **Thompson** - That we reconvene at 11:56 a.m. noting that all members of Council and
Reconvene Administrator is present.
Carried

263-21 **Thompson** - That we move to in-camera at 11:57 a.m. sighting Human Resources as
In-camera session the topic of discussion and ask the Administrator to leave Council
Chambers.
Carried

264-21 **Thompson** - That move out of in-camera at 12:22 p.m. and ask the Administrator to
In-camera concluded rejoin the meeting.
Carried

265-21 **Thompson** - That we agree to increase Gail Westgard rate of pay to \$25.00 per hour
Westgard Hourly Rate effective January 1, 2022. This hourly increase includes a cost of living
factor of 2.5% as well as \$4.50 compensation for performance and
experience.
Carried

266-21 **Willner** - That we agree to provide a token of appreciation in the form of \$100.00
Westgard & Co-op Gift Card to Gail Westgard and Trevor Kvinlaug for work that was
Kvinlaug completed for the Village in 2021.
Carried

267-21 **Mitchell**
Robertson Hourly Rate

- That we agree to the recommendations made by the Human Resource Committee and increase Erin Robertson wage by 2.5% cost of living factor plus an additional \$0.75 per hour in relation to performance and experience, totaling a new rate of \$32.52 per hour effective December 29, 2021.

Carried

268-21 **Moar**
Andersen Hourly Rate

- That we agree to the recommendations made by the Human Resource Committee and increase Dean Andersen wage by 2.5% cost of living factor plus an additional \$0.25 per hour in relation to performance and experience, totaling a new rate of \$31.11 per hour effective December 29, 2021.

Carried

Let the minutes note that Council was presented with one and only Request for Proposals as it relates to the snow removal at the Elk's Hall.

269-21 **Benson**
Snow Clearing Elks
Hall

- That we agree to the terms as set out from Vanessa Balicki, on behalf of the Canwood Public School Grade 9 to 12 Classes. Furthermore, we instruct the Administrator to make all the necessary arrangements as per proposal.

Carried

Let the minute's note that Council was presented with one and only Tender Bid for the sale of the Tenco 9' plow.

270-21 **Moar**
Reject Bid

- That we agree to reject the one and only bid on the Tenco 9' plow.

Carried

271-21 **Mitchell**
Revenue Share Criteria

- That the Council for the Village of Canwood confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2020 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2020 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 No. 2016 – 06;
- Adoption of an Employee Code of Conduct, Policy HR – 3; and
- All members of council have filed and annually updated their Public Disclosure Statements as required.

Furthermore, we authorize the Administrator to complete the Declaration of Eligibility and submit to the Ministry of Government Relations.

Carried



272-21 Thompson - That as per Procedures Bylaw No. 2016 – 03, section 30.1, we hereby
 Appoint Deputy Mayor appoint Councillor Moar to remain as our Deputy Mayor, for a term to end
 December 31, 2022.

Carried

273-21 Moar - That we appoint Mayor Thompson and Councillor Benson to the
 HWY55 Board Highway 55 Waste Management Corporation Board for a term ending
 Appointment December 31, 2022.

Carried

274-21 Moar - That we agree to the appointment of Chris Gates, Terry Rollseton and
 Appointment Bldg. Karly Heatcoat with BuildTech Consulting & Inspections, Martensville,
 Officials Sask., to act as our Building Officials for the 2022 year.

Carried

275-21 Moar - That we agree to make the following appoints for the 2022 year:

- Administrator Erin Robertson
- Insurance SUMAssure – Aon Reed Stenhouse
- Health & Sanitation Prince Albert Parkland Health Region
- EMO Coordinator Lorna Benson
- Pest Control Tanner Paslawski, Prince Albert, Sask.
- Solicitors M. Kim Anderson, of Robertson Stromberg,
 Saskatoon, Sask.
 Garth Bendig, of Bendig & Klassen Law
 Office, Prince Albert, Sask.
- Cemetery Committee Gail Westgard, Robert Thompson and Dean
 Andersen
- Canwood Regional Robert Thompson, Grant Person and Svend
 Park Board Hansen
- Shellbrook & District Bruce Harper
 Health Services
 Foundation
- Canwood Regional Gerda Bruner, David Harack and Diane
 Library Johnson
- Wapiti Regional Library Gerda Bruner
- Skating Rink Board President – Trevor Kvinlaug
 Vice President – Dale Benson
 Secretary – Courtney Hansen
 Treasurer – Lorna Benson

- Curling Rink Board President – Grant Person
Vice President – Ken Moar
Treasurer – Marie-Anne Grimard
Secretary – Kirsten Vaughn
Members – Michele Person and David Christiansen

- Volunteer Fire Department Chief – Grant Person
Deputy Chief – Darren Charbonneau
Firefighters: Robert Thompson, Darcy Nordquist, Richard Schwehr, Jesse Wyatt, Jonathan Thall, Keith Danberg, Derek Bedard, Rylee Aiken, Tony Benson, Meagan Whiteside, Colten Banhiuck and Brad Hinson

- Canwood Community Pride and Heritage Susan Hansen

- 55 – 40 Urban Development Appeals Board Robert Thompson

- Public Works Robert Thompson, Lorne Benson, Kaytlyn Mitchell and Ron Willner

- Recreation Board Kaytlyn Mitchell and Ken Moar

- EMO Representative Ken Moar

- Land Committee Committee of the Whole


- Parkland Physician & Recruitment Committee Ron Willner

- Human Resources Committee Robert Thompson, Ken Moar and Kaytlyn Mitchell


276-21 Moar
Adjourn/Next Meeting

- That we adjourn at 1:12 p.m., with the next regular meeting to be set for January 19, 2022, commencing at 9:30 a.m.

Carried



Mayor, Robert Thompson



Administrator, Erin Robertson