

July 18, 2023

A regular meeting of the Council of the Village of Canwood was held in the Council Chambers, at 641 Main Street, Canwood, Sask, on July 18, 2023, commencing at 6:30 p.m., was called to order by Mayor Hugh Otterson, with a quorum being present.

PRESENT: Mayor – Hugh Otterson
Deputy Mayor – Ken Moar
Councillors – Ron Willner and Kaytlyn Mitchell
Assistant Administrator – Lindsey Olson
Absent – Councillor Lorne Benson

- 166 AGENDA -23 MOAR – That the Council of the Village of Canwood hereby agree to adopt the agenda as presented
CARRIED.
- 167 MINUTES -23 MAY JUNE 2023 MITCHELL – That the minutes of the May 30, 2023 Budget Meeting, June 6, 2023 Budget Meeting and June 20, 2023 Regular Council Meeting be approved as presented
CARRIED.
- 168 MINUTES -23 JUNE 2023 WILLNER – That the minutes of the June 27, 2023 Special Meeting be adopted as presented.
CARRIED.
- 169 BANK REC. -23 MITCHELL – That the Council of the Village of Canwood hereby agree to adopt the Bank Reconciliation for the month of June 2023, as presented.
CARRIED.
- 170 FINANCIALS -23 OTTERSON – That the Council of the Village of Canwood hereby adopt the Statement of Financial Activities for the month of June 2023, as presented.
CARRIED.
- 171 ATTENDANCE STATEMENTS -23 MOAR – That the Council of the Village of Canwood hereby acknowledge the attendance statements for the Administration and Maintenance for the month of June 2023.
CARRIED.
- 172 INDEMNITY -23 OTTERSON – That the Council of the Village of Canwood hereby acknowledge Council indemnities for the months of June and July 2023.
CARRIED.
- Councillor, Kaytlyn Mitchell declared a conflict of interest in the next item on the agenda; re: payroll, and left the Council Chambers at 6:48 p.m.
- 173 PAYROLL. -23 WILLNER– That the Council of the Village of Canwood hereby approve the payroll for the month of June 2023 totalling \$9,025.02.
CARRIED.

Councillor, Kaytlyn Mitchell returned to the Council Chambers at 6:50 p.m.

- 174 PAYMENTS. WILLNER – That the Council of the Village of Canwood hereby approve list of
-23 accounts for approval for the month of June 2023. Online - \$53,234.02.
Cheques - #5993 - #6006 - \$7,391.77.
CARRIED.
- 175 WATER MITCHELL – That the Council of the Village of Canwood hereby agrees to approve
-23 REPORT the water reports for the month of June 2023 as presented.
CARRIED.
- 176 MAINT. MOAR – That the Council of the Village of Canwood hereby acknowledges receipt
-23 REPORT of Maintenance Reports for the Month of June 2023.
CARRIED.
- 177 COMMITTEE WILLNER – That the Council of the Village of Canwood hereby agree to adopt verbal
-23 UPDATES reports from the following committees:
➤ Highway 55 Committee, verbal report Ken Moar
➤ Public Works Committee, verbal & written report Kaytlyn Mitchell
CARRIED.
- Assistant Administrator Lindsey Olson and Councillor Kaytlyn Mitchell declared a conflict of interest and left the Council Chambers at 7:20 p.m.
- Assistant Administrator Lindsey Olson and Councillor Kaytlyn Mitchell returned to Council Chambers at 7:36 p.m.
- 178 CORRES. MOAR – That the we now file correspondence.
-23 CARRIED.
- 179 RESIGNATION OTTERSON – That the Council of the Village of Canwood acknowledges the letter
-23 from Dean Andersen, dated July 7, 2023, advising of his resignation from the Village of Canwood as Maintenance Manager with his last day of work being August 4, 2023.
CARRIED.
- 180 APPOINT WILLNER – That the Council of the Village of Canwood appoint Kaytlyn Mitchell
-23 as a member of the Canwood North Cemetery Committee.
CARRIED.
- 181 REIMBURSE MOAR – That the Council of the Village of Canwood reimburse Maintenance
-23 Manager Dean Andersen \$150.00 for safety allowance.
CARRIED.
- 182 REIMBURSE MOAR – That the Council of the Village of Canwood approve reimbursement of
-23 \$40.43 to Councillor Kaytlyn Mitchell for getting keys cut for Casual Equipment Operator Jerry Nordquist.
CARRIED.

- 183 CREDIT CARD
-23 WILLNER – That the Council of the Village of Canwood hereby agree to sign up for an Affinity MasterCard with a \$2000 limit in the name of Lindsey Olson Village of Canwood.
CARRIED.
- 184 BUILDING PERMIT
-23 OTTERSON – That the Council of the Village of Canwood hereby approve Shed Permit Application submitted by Wilfred Sten for the addition of a 10x12 shed on lot MR20 Canwood Sask. This approval is conditional on adhering to setback as indicated in the Villages Zoning Bylaw No. 2/193 and approval of building permit from Building Inspectors and subsequent compliance to stipulations as set out by said approval. Additionally, all permit fees must be paid before commencement of constructions and with the understanding that if the Village of Canwood require it to be moved, it will be by the direction of Council. It shall also be noted that under the condition it is as close as possible to the existing shed on the MR20 lot and it does not interfere with other utilities above or below.
CARRIED.
- 185 VACATION LEAVE POLICY
-23 MOAR – That the Council of the Village of Canwood agree to adopt Vacation & Leave Policy GG-PR-2.
CARRIED.
- 186 JOB DESC/DUTIES
-23 MITCHELL – That the Council of the Village of Canwood agree to adopt Job Description/Duties Policy No. HR-5
CARRIED.
- 187 FINANCIAL STATEMENTS
-23 OTTERSON – That the Council of the Village of Canwood hereby approve the Annual Consolidated Financial Statements from BDO as being complete for the Year ended December 31, 2022, and that Carmen Jean and Hugh Otterson sign the papers.
CARRIED.
- 188 3rd READING BYLAW
-23 MITCHELL – That the Council of the Village of Canwood agree to give third reading to Bylaw No. 2023/01, that is a Bylaw to adopt an Official Community Plan for the Village of Canwood.
CARRIED.
- 189 3rd READING BYLAW
-23 MOAR – That the Council of the Village of Canwood hereby agree to give third reading to Bylaw No. 2023/02, being a Bylaw to establish a Zoning for the Village of Canwood.
CARRIED.
- 190 IN-CAMERA SESSION
-23 OTTERSON – That we move in-camera at 8:54 p.m. citing *The Local Authority Freedom of Information and Protection of Privacy Act, section 15 (1)(b)(ii) and section 23 (1)(b) “personal information”* and Human Resources.
CARRIED.

191 IN-CAMERA
-23 CONCLUDED OTTERSON – That we move out of in-camera at 9:09 p.m. and note that all members of Council and Administration are in attendance.

CARRIED.

192
-23 ADJOURN OTTERSON – That the Council of the Village of Canwood agree to adjourn at 9:30 p.m. and that the Council of the Village of Canwood agree to set the Regular Council Meetings for the remainder of 2023, to be held at the Municipal Office located at 641 Main Street, Canwood, Sask., unless otherwise stated, as follows:

- Tuesday, August 15, 2023 – starting at 6:30 a.m.
- Tuesday, September 19, 2023 – starting at 6:30 a.m.
- Tuesday, October 17, 2023 – starting at 6:30 a.m.
- Tuesday, November 21, 2023 – starting at 6:30 a.m.
- Tuesday, December 19, 2023 – starting at 6:30 a.m.

CARRIED.

Lindsey Olson
ASSISTANT ADMINISTRATOR

Ken Moar
DEPUTY MAYOR