

Village of Canwood
March 21, 2023

Minutes of the Regular Meeting of Council for the Village of Canwood, held in the Village office on Monday, March 21, 2023, commencing at 4:30 p.m.

March 21, 2023, with a quorum being present. The meeting was called to order by Deputy Mayor Ken Moar at 4:30 p.m.

Present: Mayor Elect - Hugh Otterson
Deputy Mayor – Ken Moar
Councillor – Lorne Benson, Ron Willner and Kaytlyn Mitchell
Assistant Administrator – Lindsey Olson
Acting Administrator – Carmen Jean

Delegations: 7:15 p.m. – Bob Thompson & Grant Person, representing the Canwood Regional Park

Let the Minutes note that prior to this meeting being called to order our newly elected Mayor, Hugh Otterson, had taken his Official Oath or Affirmation in the prescribed form and submitted his Public Disclosure Statement.

That we acknowledge receipt of Declaration of Results from the Returning Officer, for the by-election held on March 8, 2023, the candidate elected by way of vote as follows:
Newly Elected Mayor Hugh Otterson.

54/23 Moar Agenda	That the Council of the Village of Canwood hereby agree to adopt the agenda as presented.	Carried
55/23 Mitchell Minutes	That the Minutes of the February 21, 2023 Regular Meeting of Council be approved as presented.	Carried
56/23 Willner Bank Reconciliation	That the Council of the Village of Canwood hereby agree to adopt the Bank Reconciliation for the month of February 2023, as presented.	Carried
57/23 Moar Financials	That the Council of the Village of Canwood hereby adopt the Statement of Financial Activities for the month of February 2023, as presented.	Carried
58/23 Moar Water Reports	That the Council of the Village of Canwood hereby agrees to approve the water reports for the month of February 2023.	Carried

59/23 Moar That the Council of the Village of Canwood hereby acknowledge Attendance statements for the month of February 2023 for all employees and Council Indemnities. Carried

60/23 Moar That the Council for the Village of Canwood hereby approve list of accounts for approval for the month of February 2023. Cheques #5851 - #5858 totaling \$30,872.41 and online payments totaling \$11,091.31, as attached hereto. Carried

Councillor, Kaytlyn Mitchell declared a conflict of interest in the next item on the agenda; re: Council remuneration and payroll and left chambers at 5:28 p.m.

61/23 Willner That Council for the Village of Canwood hereby agrees to approve payments of \$20,525.17 for February 2023 payroll and Council Remuneration. Carried

Councillor, Kaytlyn Mitchell returned to chambers at 5:31 p.m.

62/23 Benson That the Council of the Village of Canwood hereby agrees to direct Administration to prepare a policy for Transportation/Water and Sewer services for the Maintenance Employee duties and responsibilities and that we agree to revisit the policy as needed. Carried

63/23 Willner That the Council of the Village of Canwood hereby agree to adopt minutes and reports from the following committees:
Committee updates

- Highway 55 Waste Management Corporation, verbal report provided by Lorne Benson and Ken Moar
- Public Works Committee, verbal and written report provided by Kaytlyn Mitchell

Carried

64/23 Benson That the Council of the Village of Canwood hereby agree to change the signing authority with the Affinity Credit Union Branch on our member account, to indicate that Mayor Hugh Otterson and Assistant Administrator Lindsey Olson be added and only in the absence of the Mayor and/or the Assistant Administrator than Acting Administrator Carmen Jean or Deputy Mayor Ken Moar will have signing authority as of March 21, 2023. Carried

65/23 Mitchell That the correspondence be noted and filed:
 ➤ Canwood Community Elks Financial Statement
 ➤ NCTP Program
 ➤ Wapiti Regional Library
 ➤ Grant Opportunity

Carried

66/23 Mitchell That the Council of the Village of Canwood hereby agree to purchase the Network Enhancement for the Village office lap-top at a cost of \$1,074.00 plus applicable taxes, from Munisoft.

Carried

67/23 Otterson That we break at 6:50 p.m. for a 10 minutes recess.
 Recess

Carried

68/23 Otterson That we reconvene at 7:00 p.m. as all members of Council and Administration are present.
 Reconvene

Carried

69/23 Otterson That the Council of the Village of Canwood hereby agrees to support the Canwood Regional Park Board to investigate the grants for the construction of a spray park for the Regional Park.
 Canwood Regional Park

Carried

70/23 Mitchell That the Council hereby agrees to reimburse the Sask Rivers School Division for the below properties as the Village of Canwood, has title, and will be using for municipal purposes.

Roll#	Lot	Block	Plan	Municipal	School	Hospital	Total
5	8&9	1	Y3516	696.09	1,002.09	0.00	1,698.18
71	1,2&3	6	AF702	1,591.86	2,252.37	0.00	3,844.23
197	PT N		8PA0544	3.43	2.32	0.00	5.75

Carried

71/23 Mitchell That the Council of the Village of Canwood hereby agrees to cancel the taxes, in the amount of \$527.75, as the Village of Canwood has title.
 Taxes

Roll#	Parcel	Plan	Municipal	School
194	K	CJ1418	491.83	35.92

Carried

- 72/23 **Moar**
Tax Services
- That the Council of the Village of Canwood hereby agrees to continue the use of Taxervice for the collection of property tax arrears recovery and that we authorize Administration to sign the required contract.
- Carried
- 73/23 **Mitchell**
In-camera session
- That we move to in-camera at 8:30 p.m. sighting *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
- 74/23 **Moar**
In-camera concluded
- That we move out of in-camera at 9:00 p.m. and note that all members of Council and Administration are in attendance.
- Carried
- 75/23 **Moar**
- That Human Resource Committee instructed administration to forward a letter to Maintenance manager Dean Andersen regarding Fit for Duty, as per section 2-47(1) of the Saskatchewan Employment Act
- Medical Evidence
- If an employment leave involves a medical issue and the employer so requires, the employee shall provide written evidence in the form of a certificate from a duly qualified medical practitioner as to the reason for the leave or the extension of the leave. (2) If an employment leave requires the verification of other circumstances and if the employer so requires, the employee shall provide written evidence to verify those circumstances, in the prescribed manner. 2013, c.S-15.1, s.2-47.
- Carried
- 76/23 **Willner**
Adjourn
- That the Council of the Village of Canwood hereby agree to adjourn this meeting at 9:17 p.m. with the next Regular Council meeting of the Village of Canwood to be held on April 11, 2023, commencing At 4:30 p.m.
- Carried

Mayor, Hugh Otterson

Assistant Administrator, Lindsey Olson