

Village of Canwood
Council Chamber
571 Main Street
Regular Meeting
December 17, 2024

Mayor Lorne Benson called the meeting to order at 6:38 p.m., with a quorum being present.

PRESENT: Mayor: Lorne Benson
Councillors: Kaytlyn Mitchell
Ryan Demers
Greg Edeen

Administrator: Heather Sten

Agenda

0310/24 Edeen: That the agenda be accepted as presented. Carried

Minutes:
0311/24 Mitchell: That the minutes of November 19, 2024 and November 27, 2024 meetings be approved as presented. Carried

Bank Reconciliation:
0312/24 Demers: That the Bank Reconciliations for the month of November, 2024 be accepted as presented. Carried

Financial Statement:
0313/24 Benson: That the financial statements for the month of November, 2024 be accepted as presented. Carried

Attendance Sheets- Employee
0314/24 Edeen: That the employee attendance sheets for November, 2024, be accepted as presented. Carried

Council Indemnity
0315/24 Mitchell: That the council indemnity for December, 2024 be accepted as presented. Carried

Payroll
0316/24 Demers: That the Employee Payroll for the month of November, 2024, totaling \$10,594.44 and the Council Renumeration of \$650 be accepted as presented. Carried

Account Payable

0317/24 Benson: That the list of accounts payable from Batch 2024-00130 to Batch 2024-00140, which includes all cheques, online payments and EFTs for a total of \$36,759.61 be accepted as presented.

Carried

Water Treatment Plant Reports

0318/24 Edeen: That the Water Treatment Plant reports for the month of November, 2024, and ALS Lab reports November 19, 2024 and December 3, 2024 be accepted as presented.

Carried

Committee Reports:

0319/24 Edeen: That the verbal reports by Ryan Demers & Kaytlyn Mitchell regarding Highway 55 Waste Management, Heather Sten & Kaytlyn Mitchell regarding Public Works and Lorne Benson regarding Fire Committee be accepted as presented.

Carried

New Business:

Let the minutes state that Administrator Heather Sten declared a conflict of interest and left the room at 7:25pm.

Let the minutes state that Administrator Heather Sten returned to the meeting at 7:30pm.

Janitorial Tender

0320/24 Edeen: That tenders for the Janitorial-Snow Removal posting were reviewed and the position was awarded to Jacklyn Sten at \$20/hour.

Carried

Correspondance

0321/24 Benson: That the following Correspondence be filed:

- SRSD Board Highlights – November
- SRSD Board Highlights - December
- SUMAssure
- Governance
- CIF
- SAMA
- ISC Credit
- SUMA Membership

Carried

ISC

0322/24 Mitchell: That the council acknowledges the credit with Information Services for \$711.89

Carried

SUMA Membership

0323/24 Benson: That the Suma Membership be paid for 2024 of \$872.95. Carried

Void Chq #6381

0324/24 Benson: That we void cheque #6381 in the amount of \$1275. Carried

Let the minutes state that Administrator Heather Sten declared a conflict of interest and left the room at 8:19.

In- Camera

0325/24 Edeen: That we move to in-camera at 8:19 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

0326/24 Mitchell: That we move out of in-camera at 8:31 p.m. and note that all members of Council and Administration are in attendance. Carried

Let the minutes state that Administrator Heather Sten returned to the meeting at 8:31pm.

COL

0327/24 Edeen: That we agree to the recommendations made by the Human Resource and increase full time employee wages by a 2.0% cost of living factor totaling a new rate of \$32.64 per hour for Foreman Leroy Fiddler, and \$35.55 per hour for Administrator Heather Sten, effective December 29, 2024. Carried

Mentor Appointment

0328/24 Benson: That Council agrees to appoint Carmen Jean as Mentor effective April 16, 2024 until such a time that Administrator Heather Sten passed her Office Inspection. Carried

0329/24 Edeen: That Council directs the Administrator to advertise for a part time Office Assistant. Carried

Adjourn

0330/24 Demers: That the meeting was adjourned at 9:01 p.m. Carried



Mayor: Lorne Benson



Administrator: Heather Sten