

Village of Canwood
Council Chamber
571 Main Street
Regular Meeting
November 19, 2024

Mayor Lorne Benson called the meeting to order at 6:30 p.m., with a quorum being present.

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

Administrator: Heather Sten

Public Disclose and Oath of Office

0263/24 Benson: That prior to this meeting being called to order, Mayor Lorne Benson and Councillors Ken Moar, Kaytlyn Mitchell, Ryan Demers and Greg Edeen have taken their Official Oath or Affirmation in the prescribed form and submitted their Public Disclosure Statements.

Carried

Declaration of Results

0264/24 Benson: That we acknowledge receipt of Declaration of Results, from the Returning Officer, with the candidates elected by way of acclamation as follows:

Mayor: Lorne Benson
Councillors: Ryan Demers
Greg Edeen
Kaytlyn Mitchell
Ken Moar

Carried

Agenda

0265/24 Moar: That the agenda be accepted as presented.

Carried

Deputy Mayor

0266/24 Benson: That as per Procedure Bylaw No.2016-03, section 30.1, we hereby appoint Councillor Ken Moar as Deputy Mayor, for a term ending at the December 2025 Regular Meeting of Council.

Carried

Review



0267/24 **Edeen:** That we agree to note in the minutes that the Administrator reviewed Duties of the Administrator, *as per section 111 of the Municipalities Act*, Procedure Bylaw No. 2016-03, Code of Ethics Bylaw No. 2016-06, Harassment Prevention Policy HR-2 and the process and rates as it relates to Council Indemnity. That the preceding bylaws and Policies were included in Council Binders.

Carried

Minutes:

0268/24 **Benson:** That the minutes of October 15, 2024 be approved as presented.

Carried

Bank Reconciliation:

0269/24 **Moar:** That the Bank Reconciliations for the month of October, 2024 be accepted as presented.

Carried

Financial Statement:

0270/24 **Moar:** That the financial statements for the month of October, 2024 be accepted as presented.

Carried

Attendance Sheets- Employee

0271/24 **Edeen:** That the employee attendance sheets for October, 2024, be accepted as presented.

Carried

Council Indemnity

0272/24 **Demers:** That the council Indemnity for November, 2024 be accepted as presented.

Carried

Payroll

0273/24 **Moar:** That the Employee Payroll for the month of October, 2024, totaling \$10,594.44 and the Council Renumeration of \$370.00 be accepted as presented.

Carried

Account Payable

0274/24 **Demers:** That the list of accounts payable from Batch 2024-00122 to Batch 2024-00128, which includes all cheques, online payments and EFTs for a total of \$43,347.05 be accepted as presented.

Carried

Water Treatment Plant Reports

0275/24 **Moar:** That the Water Treatment Plant reports for the month of October, 2024, and ALS Lab reports October 22, 2024 and November 6, 2024 be accepted as presented.

Carried

Committee Reports:



0276/24 Demers: That the verbal report by Kaytlyn Mitchell & Lorne Benson regarding Public Works Committee, Kaytlyn Mitchell regarding Highway 55 Waste Management, and Ken Moar regarding Fire Committee be accepted as presented.

Carried

New Business:

Council Committee Appointments

0277/24 Moar: That the following appointments of council be approved:

- Administrator Heather Sten
- Mentor Carmen Jean
- Insurance SUMAssure – Aon Reed Stenhouse
- Health & Sanitation Prince Albert Parkland Health Region
- EMO Coordinator Greg Edeen and Heather Sten
- 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 Lorne Benson and Ken Moar
- Canwood Regional Park Board Robert Thompson, Grant Person and Darren Charbonneau
- Shellbrook & District Health Services Foundation Bruce Harper
- Canwood Regional Library Gerda Bruner, Diane 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
Secretary – Kirsten Vaughan
Members – Michelle Person &
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 Bahnuick and Brad Hinson.
- Canwood Community Pride and Heritage Loreen Nichol
- Public Works Ryan Demers and Kaytlyn Mitchell
- Recreation Board Kaytlyn Mitchell and Heather Sten
- Land Committee Committee of the Whole
- Parkland Physician & Recruitment Committee Greg Edeen
- Highway 55 Waste Management Board Kaytlyn Mitchell and Ryan Demers
- Human Resources Committee Ryan Demers and Greg Edeen
- Elections Returning Officer Heather Sten

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

Carried

Fire Hall Utilities

0278/24

Moar: That Council agrees to have the phone at the Firehall disconnected.

Carried

Bylaws:

Page 4 of 7

19 November 2024

Animal Control

0279/24 Edeen: That Bylaw No. 2024-08 attached hereto and forming part of these Minutes, being a Bylaw of the Village of Canwood respecting Animal Control, now be read for the first time.

Carried

0280/24 Demers: That Bylaw no. 2024-08 attached hereto and forming a part of these Minutes now be read a second time.

Carried

0281/24 Edeen: That we agree to give third reading of Bylaw 2024-08 at this meeting.

Carried Unanimously

0282/24 Moar: That Bylaw No. 2024-08 attached hereto and forming part of these Minutes, being a Bylaw of the Village of Canwood respecting Animal Control, now be read for the third time and adopted.

Carried

Water Sewer Rates

0283/24 Edeen: That Bylaw No. 2024-07 attached hereto and forming part of these Minutes, being a Bylaw of the Village of Canwood respecting Water and Sewer Rates, now be read for the first time.

Carried

0284/24 Demers: That Bylaw no. 2024-07 attached hereto and forming a part of these Minutes now be read a second time.

Carried

0285/24 Benson: That we agree to give third reading of Bylaw 2024-07 at this meeting.

Carried Unanimously

0286/24 Moar: That Bylaw No. 2024-07 attached hereto and forming part of these Minutes, being a Bylaw of the Village of Canwood respecting Water and Sewer Rates, now be read for the third time and adopted.

Carried

Correspondance



0287/24 **Moar:** That the following Correspondence be filed:
SRSD Board Highlights
Shellbrook Chronicle
DE Intro Letter
NorSask 2025 Intro Pkg
SUMAssure
Landworks Civil Engineering
Cummins Lift Station Inspection

Carried

Nor Sask
0288/23 **Demers:** That the Village of Canwood Council appoint Nor Sask Board Services as their 2025 Board of Revision with Kirby Fesser, Glen Neuert, Sabrina Saccucci and Laurie Pilkey as panel members and Mike Ligtermoet as Secretary.

Carried

Notary Public
0289/24 **Benson:** That we pay for Administrator, Heather Sten, to become a Notary Public.

Carried

Water Infrastructure
0290/24 **Benson:** That Council agrees to replace complete service lines and curb stop, if required, for all water breaks going forward.

Carried

0291/24 **Benson:** That Council agrees to extend leaf pick-up, and for the final day of the season to be Thursday October 31, 2024.

Carried

Seasonal and Long-Term Water Shut-off
0292/24 **Benson:** That Council agrees to continue to charge Infrastructure fees to residents who request seasonal shut-offs, or long term shut off. Furthermore we direct the Administrator to create a Policy which states the same.

Carried

0293/24 **Edeen:** That the Village of Canwood place a Christmas advertisement with the Shellbrook Chronicle.

Carried

Foreman Report
0294/24 **Demers:** That the Village Foreman submit a Public Works report for Council Meetings.

Carried

Cemetery

0295/24

Benson: That council agrees to limit the number of remains per individual plot at the Canwood North Cemetery. The limit to be no more than one casket and four cremains, with a limit of one upright headstone and all remaining markers being level with the ground.

Carried

Canada Summer Jobs Grant

0296/24

Moar: That Council direct Administrator to apply for three summer students through the Canada Summer Jobs Grant.

Carried

Gift Cards

0297/24

Edeen: That Council agrees to purchase \$100 Co-op gift cards for full-time employees, and \$50 co-op gift cards for Summer Students.

Carried

0298/24

Demers: That Council agrees to thank past councillors for their service in the last term with a \$50 Co-op.

Carried

0299/24

Moar: That Council agrees to have sand stock piled for use over the winter.

Carried

0300/24

Benson: That Council directs Administrator to get quotes for installation of the wireless communication system for the Water Treatment Plant.

Carried

0301/24

Edeen: That Council rescind decision to move garbage pick-up to property frontage for the winter months.


Carried

Adjourn


0302/24

Benson: That the meeting was adjourned at 10:49 p.m.

Carried



Mayor: Lorne Benson



Administrator: Heather Sten