

Village of Canwood
Council Chamber
571 Main Street
Regular Meeting
October 21, 2025

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

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

Administrator: Heather Sten

Agenda

0195/25 **Moar:** That the agenda be accepted as presented. Carried

Minutes:

0196/25 **Demers:** That the minutes of September 16, 2025 be approved as presented. Carried

Bank Reconciliation:

0197/25 **Mitchell:** That the Bank Reconciliations for the month of September, 2025 be accepted as presented. Carried

Financial Statement:

0198/25 **Edeen:** That the financial statements for the month of September, 2025 be accepted as presented. Carried

Attendance Sheets- Employee

0199/25 **Edeen:** That the employee attendance sheets for September, 2025, be accepted as presented. Carried

Council Indemnity

0200/25 **Mitchell:** That the council Indemnity for October, 2025 be accepted as presented. Carried

Payroll

0201/25 **Demers:** That the Employee Payroll for the month of September, 2025, including Pay Periods 18 and 19 totaling \$11,118.40 and the Council Renumeration of \$690.00 be accepted as presented.

Carried

Accounts Payable

0202/25 **Moar:** That the list of accounts payable from Batch 2025-00071 to Batch 2025-00079, which includes all cheques, online payments and EFTs for a total of \$63,205.52 be accepted as presented.

Carried

Water Treatment Plant Reports

0203/25 **Moar:** That the Water Treatment Plant reports for the months of September and October, 2025, ALS Lab Water reports from September 23, 2025 and October 8, 2025 be accepted as presented.

Carried

Lagoon Inspection

0204/25 **Mitchell:** That the Lagoon Compliance Inspection Report be accepted as presented.

Carried

Committee Reports:

0205/25 **Edeen:** That the verbal report by Councillor Edeen regarding Highway 55 Waste Management and by Administrator Sten regarding the Cemetery Committee and Public Works be accepted as presented.

Carried

CHIF Grant

0206/25 **Demers:** That Council agrees to hire Matthewson & Co. to write the CHIF Grant for completion of a water infrastructure project.

Carried

CCBF Grant - IIPs

0207/25 **Edeen:** That Council agrees to submit two IIPs for sewer relining projects on Railway Avenue for CCBF Grant approval.

Carried

Backfill Mainline Dig

0208/25 **Moar:** That Council agrees to backfill the Watermain repair on Highway 55 as is, at the recommendation of the Water Security Agency and that a letter be sent to the affected landowner.

Carried

Conflict of Interest: Administrator Heather Sten declared a conflict of interest and left the room at 7:44pm and returned to the meeting at 7:56pm.

SCC Playground

0209/25 Benson: That Council agrees to donate \$500.00 from the Municipal Reserve to the Canwood School Community Council to help fund their new Playground Project.

Carried

Webmaster Tender

0210/25 Moar: That Council accept the tender of Looponline to be the new webmaster for the Village of Canwood Website.

Carried

Audit Tender

0211/25 Benson: That Council accept the tender of Jensen & Stromberg as the new Auditor for the Village of Canwood.

Carried

Drinking Water Policy

0212/25 Demers: That Council adopt Policy WW/SW-3, a Policy regarding Drinking Water Conservation.

Carried

Infrastructure Sharing Formula

0213/25 Moar: That Council direct Administrator Sten to send a letter of support for Infrastructure Sharing Formula Resolution to our MP, MLA, Premier and PM.

Carried

Legion Wreath

0214/25 Demers: That Council agree to donate \$40 to the Canwood Legions Remembrance Day Wreath Campaign.

Carried

Correspondence

0215/25 Benson: That the following Correspondence be filed:
Sask Power – Smart Meters
Stats Canada
Legion – Sask Command
Canwood Co-op Ag – Anhydrous Notification Letter
Canada Post Support Letter
Infrastructure Sharing Formula Resolution

Carried

SAMA Maintenance

0216/25 Edeen: That we acknowledge that Administrator Sten Submitted the 2026 Maintenance Request list to SAMA on September 30, 2025.

Carried

Municipal Revenue Sharing Grant

0217/25 Benson: 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 2024 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2024 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. 2022-007;
- 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

Tax Abatement

0218/25 Moar: That the following taxes be abated as it is Village owned:
Roll#: 34 Lot 20-23 Block 02 Plan Y3516 Ext 0 Municipal \$3,544.69 School \$549.44.

Carried

Flex Term

0219/25 Mitchell: That we move Funded Reserve and Monument Reserve accounts in Flex Term accounts with an Interest rate of 2.35%.

Carried

In- Camera

0220/25 Benson: That we move to in-camera at 8:40 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”

Carried

0221/25 Benson : That we move out of in-camera at 8:48 p.m. and note that all members of Council and Administration are in attendance.

Carried

Adjourn
0222/25

Demers: That the meeting was adjourned at 9:00 p.m.

Carried



Mayor: Lorne Benson



Administrator: Heather Sten