

December 19, 2023

A regular meeting of the Council of the Rural Municipality of Canwood No. 494 was held in the Municipal Council Chambers, at 641 Main Street, Canwood, Sask., on December 19, 2023, commencing at 9:10 a.m.

1. PRESENT – Reeve Lyndon Pease, Chief Administrative Officer Lorna Benson, and the following Councillors for their respective divisions:

#1 Ralph Korody	#4 Mario Boisvert
#2 Gerald Muller	#5 Kevin Olson
#3 Gordon Andrews	#6 Cody Lockhart

DELEGATIONS:

10:00 a.m.	Dwight Diehl, Public Works Supervisor, Municipal Operations Update
11:45 a.m.	Councillor Indemnity

2. MINUTES NOV. 2/23 LOCKHART – That the minutes of the November 21, 2023, Regular Council Meeting be approved.

CARRIED.

3. MONTHLY STATEMENT MULLER – That the Statement of Financial Activities for the month of November 2023 for the R.M. General Account be approved as presented.

CARRIED.

4. ACCTS. KORODY – That we approve the payments as listed on the attached account listing for a total of \$633,216.53, Council Direct Deposits for November and Payroll Direct Deposits for 2023 Pay Periods 23, 24 & 25.

CARRIED.

Public Works Supervisor Dwight Diehl attended the meeting at 9:45 a.m.

5. VILLAGE OF DEBDEN WASTE WATER AGREEMENT MULLER – That we renew the Wastewater Agreement with the Village of Debden for the years 2024, 2025 and 2026. Further to this we amend the agreement with the addition of supplying three loads of gravel per year for the lagoon access. We authorize the Reeve and Chief Administrative Officer to execute the agreement.

CARRIED.

6. GRADER PURCHASES MULLER – Further to Resolution No. 12 and No. 13 of December 20, 2022, we agree to the following:

The purchase of a 2023 150 Caterpillar Grader for a price of \$328,253.10 plus applicable taxes and the trade of a 2019 GMC 160M3 Caterpillar Grader.

The purchase of a 2023 150 Caterpillar Grader for a price of 356,703.10 including taxes and a down payment of \$255,000.

CARRIED.

7. BYLAW 2023-28 GOLF CARTS MULLER – That Bylaw 2023-28 attached hereto and forming a part of these Minutes, being a Bylaw of the Rural Municipality of Canwood No. 494 to permit the operation of golf carts on the public roadways within the limits of the municipality, now be read the first time.

CARRIED.

8. BYLAW 2023-28 BOISVERT – That Bylaw 2023-28 attached hereto and forming part of these Minutes now be read a second time.

CARRIED.

9. BYLAW 2023-28 KORODY – That we agree to give third reading of Bylaw 2023-28 at this meeting.

CARRIED UNANIMOUSLY.

10. BYLAW 2023-28 GOLF CARTS PEASE – That Bylaw 2023-28 attached hereto and forming a part of these Minutes, being a Bylaw of the Rural Municipality of Canwood No. 494 to permit the operation of golf carts on the public roadways within the limits of the municipality, now be read the third time and adopted.

CARRIED.

11. PLANNED
PROCURE-
MENT PEASE – That we, the Council of the Rural Municipality of Canwood, intend to participate in one or more procurements offered through the Saskatchewan Association of Rural Municipalities (SARM), between January 1, 2024, and December 31, 2024.

CARRIED.
12. CELL PHONE
ALLOW-
ANCES MULLER – That we increase the cell phone allowance to \$ 30.00 per month per public works employee based on the months worked effective January 1, 2024.

CARRIED.
13. MISTAWASIS

TLE LAND
SELECTION

NW/SW 07-49-
05 W3 KORODY – That we offer the following comments on the Mistawasis Nehiyawak TLE Land Selections for File 839.018 11.03:

The original road allowance along the north side of the NW 07-49-05 W3 Ext 49 is undeveloped. The Rural Municipality does not wish to retain the original road allowance along the north side of the NW 07-49-05 W3.

CARRIED.

Public Works Supervisor Dwight Diehl left the meeting at 11:45 a.m.
14. VILLAGE OF
CANWOOD
OFFICE SPACE LOCKHART – That we offer the Village of Canwood \$10,000 for the Village of Canwood Municipal Office.

CARRIED.
15. VOID PYMT KORODY – That we void Cheque 12695 dated November 21, 2023, by Resolution No. 100 of November 21, 2023, in the amount of \$7,104.00 to CandLL as it was issued in the wrong amount.

CARRIED.
16. FIRST
RESPONDERS LOCKHART – That we support first responders by compensating first responders at the same rate as fire fighters for calls, equipment, training, and mileage.

CARRIED.
17. POLICY
NO. 4.03 LOCKHART – That we adopt the changes to Policy 4.03 Holidays.

CARRIED.
18. POLICY
NO. 4.07 OLSON – That we adopt the changes to Policy 4.07 Bereavement Leave.

CARRIED.
19. POLICY
NO. 6.08 BOISVERT – That we adopt the changes to Policy 6.08 Cell Phone Use.

CARRIED.
20. POLICY
NO. 6.17 PEASE – That we adopt Policy 5.11 Instant Messaging to promote a high level of responsible behaviour in connection with the use of instant messaging.

CARRIED.
21. POLICY
NO. 6.18 PEASE – That we adopt Policy 5.12 Social Media to promote a high level of responsible behavior in connection with the use of electronic resources and internet communications.

CARRIED.

Chief Administrative Officer Lorna Benson left the meeting at 11:25 a.m. and returned at 11:45 a.m.
22. CONSUMER
PRICE INDEX BOISVERT – That we apply a Consumer Price Index average of 2.5% to the Wage Grid Structure as set out in Policy No. 3.05, effective December 31, 2023.

CARRIED.
23. PERFORM-
ANCE
INCREASE PEASE – That we increase the wage of the Chief Administrative Officer by 1%.

CARRIED.
24. HR MEETING
MINUTES KORODY – That we adopt the Human Resources Meeting Minutes of November 21, 2023.

CARRIED.
25. PUBLIC
DISCLOSURE
STMTS. LOCKHART – That we acknowledge receipt of the completed Annual Public Disclosure Statement Forms from Lyndon Pease, Ralph Korody, Gordon Andrews, Kevin Olson, Cody Lockhart and Gerald Muller and Mario Boisvert.

CARRIED.

26. MUNICIPAL REVENUE SHARING MULLER – The Council of the Rural Municipality of Canwood No. 494 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:
- Submission of the 2022 Audited Financial Statement to the Ministry of Government Relations;
 - Is in good standing with respect to the reporting and remittance of Education Property Taxes;
 - Has adopted a Council Procedures Bylaw;
 - Has adopted an Employee Code of Conduct; and
 - All members of council have filed and annually updated their Public Disclosure Statements, as required; and
- That we understand if any requirements are not met, the Municipality’s Municipal Revenue Sharing may be withheld; and
- That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.
- CARRIED.
27. CANWOOD & DISTRICT MEMORIAL ARENA LOCKHART – That we acknowledge receiving the Financial Statement from the Canwood and District Memorial Arena for the period of November 1, 2022, to October 31, 2023.
- CARRIED.
28. COUNCIL PER DIEM MULLER – That for the year 2024, Council members receive remuneration at a rate of \$250.00 per diem with travel allowance of \$0.60 per kilometer traveled on municipal business.
- CARRIED.
29. 2024 COUNCIL MEETING DATES ANDREWS – That we agree to set the Regular Council Meetings for 2024 to be held at the Municipal Office located at 641 Main Street, Canwood, Sask., unless otherwise stated, as follows:
- | | |
|------------------------------|-----------------------|
| Tuesday, January 23, 2024 | starting at 9:00 a.m. |
| Wednesday, February 14, 2024 | starting at 9:00 a.m. |
| Tuesday, March 19, 2024 | starting at 9:00 a.m. |
| Tuesday, April 16, 2024 | starting at 9:00 a.m. |
| Wednesday, May 22, 2024 | starting at 9:00 a.m. |
| Tuesday, June 18, 2024 | starting at 9:00 a.m. |
| Tuesday, July 16, 2024 | starting at 9:00 a.m. |
| Tuesday, August 20, 2024 | starting at 9:00 a.m. |
| Tuesday, September 17, 2024 | starting at 9:00 a.m. |
| Tuesday, October 15, 2024 | starting at 9:00 a.m. |
| Tuesday, November 19, 2024 | starting at 9:00 a.m. |
| Tuesday, December 17, 2024 | starting at 9:00 a.m. |
- CARRIED.
30. ASSESSOR PEASE – That Chief Administrative Officer Lorna Benson be appointed as Assessor and Tax Collector for the Rural Municipality of Canwood No. 494 for the year 2024.
- CARRIED.
31. PEST CONTROL OFFICER BOISVERT – That we agree to appoint Tanner Paslawski, Prince Albert, Sask., as the R.M. of Canwood No. 494 Pest Control Officer for the year 2024.
- CARRIED.
32. WEED INSPECTOR OLSON – That we appoint Tanner Paslawski, Prince Albert, Sask., as the Municipality’s Weed Inspector for the year 2024.
- CARRIED.
33. BUILDING INSPECTOR MULLER – That we appoint BuildTECH Consulting & Inspections Inc., in care of Chris Gates, Martensville, Sask., as the municipality’s Building Official.
- CARRIED.
34. POUND-KEEPER LOCKHART – That we agree to appoint Mr. Ken Aiken, Canwood, Sask., to act as the Municipal Poundkeeper for the year 2024.
- CARRIED.

35. AUDITOR ANDREWS – That we agree to hire BDO Canada LLP as the Municipal Auditor for the year 2024.

CARRIED.
36. ENGINEER KORODY – That we appoint Prairie Road Solutions Inc. as the Municipality’s Consultant Engineer for the year 2024.

CARRIED.
37. BOARD OF REVISION PEASE – That the R.M. of Canwood No. 494 appoint Nor-Sask Board Services to provide the services of a Board of Revision for 2024 with the following appointments to the Board:
- Timothy Furlong
Glen Neuert
Kirby Fesser
Sabrina Saccucci
Michael Ligtermoet
- CARRIED.
38. DEV. APPEALS BOARD BOISVERT – That the R.M. of Canwood appoints Western Municipal Consulting to manage the Development Appeals Board process for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeal Board:
- | | | |
|---------------------|-----------------|--------------------|
| Dave Gurnsey | Dave Thompson | Donna Rae Zadvorny |
| Gordon Parkinson | Jeff Hutton | Kevin Kleckner |
| Mike Waschuk | Murray Dean | Stew Demmans |
| Tim Lafreniere | Wayne Adams | Ken Friesen |
| Femi Ogunrinde | Fife Ogunde | Maureen Jickling |
| Jamie Tiessen | Stu Hayward | Pam Malach |
| Barry Clark | Corey Zaharuk | John Krill |
| Christopher Blueman | Alan Sawatsky | Mike Meleca |
| Hany Amin | Kimberly Speers | Nick Coroluick |
| Rick Leigh | | |
- The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing among their numbers.
- CARRIED.
39. DEV. APPEALS SECRETARY OLSON – That the R.M. of Canwood appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2024, through December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule; and agree if Claudette McGuire is unable to perform secretarial functions for reasons which may include scheduling difficulties, the secretary may appoint a delegate to perform the administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED.
40. COUNCIL BURSARY MULLER – That we agree to continue with the Council Sponsored Bursary for 2024 in the amount of \$1,000. Further to this, the bursary recipient will be determined through a selection process involving an application and interview.

CARRIED.

41. BORROWING LOCKHART – That the Council of the Rural Municipality of Canwood No. 494 enacts as follows:
1. The Reeve and Chief Administrative Officer of the Rural Municipality of Canwood No. 494 are hereby authorized to borrow from Affinity Credit Union, Canwood Branch, the sum of \$700,000.00 required to meet the current expenditures of the said Municipality until the taxes for the current year are available to pay and agree to pay interest thereon either in advance or at maturity and in either case after maturity at the Prime Rate of the Affinity Credit Union, Canwood Branch.
2. The amounts (if any) heretofore borrowed and the amount to be borrowed under this resolution, for the purpose aforesaid, amount in The Aggregate to the sum of \$700,000.00 and accordingly do not exceed one hundred percent of the total municipal taxes levied during the previous calendar year for general municipal purposes.
3. The Reeve and the Chief Administrative Officer are hereby authorized to execute under the seal of the Municipality an overdraft lending agreement with Affinity Credit Union, Canwood Branch, for the amount of the said loan with interest at the Prime Rate of the Affinity Credit Union, Canwood Branch, on Account No. 5108485.
- CARRIED.
42. T.I.P.S. ANDREWS – That for the purposes of the Trust Initiatives Program (T.I.P.S.) for the year 2024, we designate 586 of our population to the Canwood Recreation Board, 581 of our population to the Debden Recreation Board and 184 of our population to the Mont Nebo Recreation Board.
- CARRIED.
43. BOARDS AND COMMITTEES KORODY – That for the year 2024, we make the following appointments to the Boards and Committees:
- Canwood Public Library** – Bev Wyatt, Lila Olson, Donna Wyatt
Debden Public Library – Claude Ruel, Mel Duret, Cody Lockhart
Wapiti Regional Library – Bev Wyatt
Canwood Regional Park Board – Levi Schutte, Trevor Kvinlaug and Lyndon Pease
Morin Lake Regional Park Board – Luc Boudreault, Tyler Dumais, Louis Blais, Nicole Turner and Donna Lajeunesse
Canwood Fire Chief – Grant Person **Debden Fire Chief** – Norm Cyr
Road Committee – Ralph Korody, Lyndon Pease, and Gordon Andrews
Highway 55 Waste Mgmt. Corp. – Mario Boisvert and Lyndon Pease
Shellbrook Doctor Recruitment Committee & Hospital Foundation – Gerald Muller
Public Works Committee – Ralph Korody, Kevin Olson and Gerald Muller
Human Resources Committee – Lyndon Pease, Cody Lockhart and Mario Boisvert
First Nations Relations Committee – Lyndon Pease and Lorna Benson
Emergency Management Committee – Ralph Korody
Canwood & District Bus Association – Lyndon Pease
Fire Department Committee – Mario Boisvert, Gordon Andrews and Lyndon Pease
- CARRIED.
44. APP TO SUBDIVIDE LAND MULLER – That we advise the Community Planning Branch of the Ministry of Government Relations that we recommend approval of the Application to Subdivide Land of Ernest and Marilyn Anderson, for the purpose of subdividing Parcel A from the SE 20-52-04 W3, as the site has physical and legal access and exceeds the minimum site area requirements of Section 5 of the Municipal Zoning Bylaw 2003-7.
- CARRIED.
45. PARCEL CONSOLIDATION KORODY – That we agree to the request of Colby Brown to consolidate the SE 14-49-04 W3 Ext 52 and Block C Plan 102163733 Ext 0 of the SE 14-49-04 W3.
- CARRIED.

46. PARCEL CONSOLIDATION MULLER – That we agree to the request of Tina Schaaf to consolidate Block C, Plan 102275827 Ext 0 with the NW 17-54-05 W3.
CARRIED.
47. DEMOLITION PERMIT OLSON – That we approve the Demolition Permit Application of Richard De Bruijn to demolish a house trailer.
CARRIED.
48. COUNCIL INDEMNITY KORODY – That we approve the Council’s Indemnity as presented.
CARRIED.
49. ADJOURN OLSON – That we now adjourn at 12:25 p.m. with the next regular meeting of Council to be held January 23, 2024, at the Municipal Council Chambers in the Municipal Building located at 641 Main Street, Canwood, Sask.
CARRIED.

Lorna Benson
CHIEF ADMINISTRATIVE OFFICER

Lyndon Pease
REEVE