

March 18, 2025

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 March 18, 2025, commencing at 9:05 a.m.

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

#1 Kenneth Stene
#2 Gerald Muller
#3 Rick Jensen

#4 Mario Boisvert
#5 Kevin Olson
#6 Cody Lockhart

DELEGATIONS:

9:30 a.m. Dwight Diehl, Public Works Supervisor, Municipal Operations Update
10:45 a.m. Public Hearing, Rezoning
11:00 a.m. North Central Mutual Aid Association, Emergency Planning & Mutual Aid

2. MINUTES FEB. 11/25 LOCKHART – That the minutes of the February 13, 2025, Regular Council Meeting be approved as presented.

CARRIED.

Public Works Supervisor Dwight Diehl attended the meeting at 9:20 a.m.

3. MONTHLY STATEMENT MULLER – That the Statement of Financial Activities for the month of February 2025 for the R.M. General Account be approved as presented.

CARRIED.

4. ACCTS. JENSEN – That we approve the payments as listed on the attached account listing for a total of \$175,798.64, Council Direct Deposits for March and Payroll Direct Deposits for 2025 Pay Period 4 & 5.

CARRIED.

5. ROAD ALTERATION LOCKHART – That we instruct the Chief Administrative Officer to direct the R.M.'s legal solicitor to communicate with the person responsible in the matter of the road alteration.

CARRIED.

6. HAULING TENDER MULLER – That we advertise the Hauling Tender on SaskTenders for a second time eliminating the requirement for scales with a closing date of Thursday, April 10, 2025, at 2:00 p.m.

CARRIED.

7. HUDSON BAY MEMBERSHIP LOCKHART – That we purchase a membership with the Hudson Bay Route Association at a cost of \$300 for the year 2025.

CARRIED.

8. ROAD BAN SCHUTTE – That we request the Ministry of Highways add the rural municipality to the Spring Ban Order effective Monday, March 24, 2025, at 12:01 a.m.

CARRIED.

9. MIN. OF HIGHWAYS LOCKHART – That in the matter of the lands for potential sale by the Ministry of Highways of ISC Parcel No. 204030703 SW 36-49-07 W3 Plan 85B04443 Ext. 2 and ISC Parcel No. 204029287 SE 36-49-07 W3 Plan 85B04443 Ext. 2, Council does not identify any access or utility concerns. The municipality's Zoning Bylaw 2003-7 identifies development and building guidelines. Further to this, Council recommends consolidation of the parcels into the abutting lands.

CARRIED.

Councillor Boisvert left the meeting at 10:20 a.m.

Councillor Boisvert returned to the meeting at 10:28 a.m.

10. MISTAWASIS ROAD CORRECTION MULLER – That we approve the road abandonment on Road Plan H-6932 part of the registered plan AE1315 on the SW 18-49-05 W3. The proposed abandonment will not affect access of other property owners in the area, and no public utilities above or below the ground will be affected by the transfer. The old road will be transferred back to the adjacent landowners, who agree with the transfer.

CARRIED.

11. PURCHASE LADDER LOCKHART – That we agree to purchase a 16-Step Rolling Safety Ladder from Uline at a cost of 2,804 plus applicable taxes.
CARRIED.
12. PUBLIC HEARING REZONE STENE – That we recess the Municipal Council Meeting at 10:45 a.m. to convene the Public Hearing to consider the matter of rezoning from AR – Agricultural Residential District to LD – Lakeshore Development District all that portion of LSD 3 on the SW 13-50-07 W3 Ext 37.
CARRIED.
13. ADJOURN PUBLIC HEARING STENE – That as the Public Hearing has been adjourned, we now reconvene the Municipal Council Meeting at 10:55 a.m.
CARRIED.
14. AMEND ZONING BYLAW SECOND READING MULLER – That Bylaw No. 2024-09 attached hereto and forming part of these minutes, being a bylaw to amend the Zoning Bylaw 2003-7 to rezone from AR – Agricultural Residential District to LD – Lakeshore Development District all that portion of LSD 3 on the SW 13-50-07 W3 Ext 37, now be read a second time.
CARRIED.
15. AMEND ZONING BYLAW SECOND READING OLSON – That Bylaw No. 2024-09 attached hereto and forming part of these minutes, being a bylaw to amend the Zoning Bylaw 2003-7 to rezone from AR – Agricultural Residential District to LD – Lakeshore Development District all that portion of LSD 3 on the SW 13-50-07 W3 Ext 37, now be read a third time and adopted.
CARRIED.
16. PURCHASE AED SCHUTTE – That we purchase an AED from AED Advantage, Saskatoon, Sask. at a cost of \$ 1,449 plus applicable taxes for the Canwood Maintenance Shop.
CARRIED.
17. OHS MTG MINUTES BOISVERT – That we acknowledge the Occupational Health Committee Meeting Minutes of February 20, 2025.
CARRIED.
18. SALE OF ROAD ALLOWANCE POLICY MULLER – That we instruct the Chief Administrative Officer to draft a policy to sell road allowances.
DEFEATED.
19. FLAIL MOWER LOCKHART – That we agree to purchase a 2025 KBRP 250 Samaz Flail Mower from Triod Supply, North Battleford, Sask., at a cost of \$25,700 plus applicable taxes.
CARRIED.
20. LUNCH LOCKHART – That we now recess this meeting for lunch at 12:10 p.m.
CARRIED.
21. RECONVENE SCHUTTE – That we now reconvene this meeting at 12:50 p.m.
CARRIED.
22. LOCAL ACCESS CONSTRUCTION POLICY MULLER – That we adopt Policy 7.08 Local Access Road Construction Policy to establish a consistent standard of local access road constructions specifications.
CARRIED.

Public Works Supervisor Dwight Diehl left the meeting at 1:25 p.m.
23. NSRBC DONATION LOCKHART – That we agree to donate \$500 to the North Saskatchewan River Basin Council.
CARRIED.
24. SASK. CRIME STOPPERS MULLER – That we donate \$200 to Saskatchewan Crime Stoppers.
CARRIED.
25. AG IN THE CLASSROOM LOCKHART – That we donate \$500 to Agriculture in the Classroom.
CARRIED.

26. CANWOOD REGIONAL PARK DEDICATED LANDS SCHUTTE – That we contribute \$1,000 from the funds in the Dedicated Lands Account to the Canwood Regional Park for the outdoor spray park at the Canwood Regional Park subject to any approvals required by the Ministry of Government Relations in accordance with *The Planning and Development Act, 2007* and *The Dedicated Lands Regulations, 2009*.
CARRIED.
27. CANWOOD REG. PARK MEMBER MULLER – That we appoint Lyndon Pease to the Canwood Regional Park Board.
CARRIED.
28. CANWOOD LIBRARY BOARD JENSEN – That we appoint Cody Lockhart to the Canwood Local Library Board, effective March 15, 2024.
CARRIED.
29. PRIMARY/ ALTERNATE REP REGIONAL LIBRARY JENSEN – That we appoint Cody Lockhart to the Wapiti Regional Library Board as the primary representative for a term of three (3) years. Further to this, we appoint Donna Wyatt as the alternate representative to the Wapiti Regional Library Board for a term of three (3) years.
CARRIED.
30. CANWOOD LIBRARY FIN. STMT. AND BUDGET MULLER – That we acknowledge being in receipt of the Financial Statement of the Canwood Public Library for the year ended December 31, 2024. Further to this, we have reviewed the 2025 Proposed Budget and agree to pay the grant request of \$4,000.
CARRIED.
31. DEBDEN LIBRARY FIN. STMT. AND BUDGET LOCKHART – That we acknowledge being in receipt of the Financial Statement of the Debden Public Library for the year ended December 31, 2024. Further to this, we have reviewed the 2025 Proposed Budget and agree to pay the grant request of \$3,200.
CARRIED.
32. MASTERCARD INCREASE MULLER – That we instruct the Chief Administrative Officer to increase the limit on the Affinity Credit Union MasterCard, in the name of Lorna Benson, to \$5,000. Further to this, we instruct the Chief Administrative Officer to research no fee credit cards with cash back.
CARRIED.
33. DESTRUC- TION OF DOCUMENTS BYLAW 2025-01 JENSEN – That Bylaw 2025-01 attached hereto and forming a part of these Minutes, being a Bylaw of the Rural Municipality of Canwood No. 494 to provide guidelines for the record retention and the destruction of documents, now be read the first time.
CARRIED.
34. DESTRUC- TION OF DOCUMENTS BYLAW 2025-01 OLSON – That Bylaw 2025-01 attached hereto and forming a part of these Minutes, being a Bylaw of the Rural Municipality of Canwood No. 494 to provide guidelines for the record retention and the destruction of documents, now be read the second time.
CARRIED.
35. BYLAW 2025-01 BOISVERT – That we agree to give third reading to Bylaw 2025-01 at this meeting.
CARRIED UNANIMOUSLY.
36. DESTRUC- TION OF DOCUMENTS BYLAW 2025-01 LOCKHART – That Bylaw 2025-01 attached hereto and forming a part of these Minutes, being a Bylaw of the Rural Municipality of Canwood No. 494 to provide guidelines for the record retention and the destruction of documents, now be read the third time and adopted.
CARRIED.
37. AFFINITY CREDIT UNION LOCKHART – That we renew our agreement with Affinity Credit Union as outlined in the Proposal to Provide Financial Services dated March 5, 2025, for a one-year term.
CARRIED.
38. TAX ENF. LIST OF LANDS BOISVERT – That we direct the Chief Administrative Officer, in preparation of the List of Lands with Arrears pursuant to Section 3 of the *Tax Enforcement Act*, not to include land in respect of which the amount of taxes in arrears does not exceed one half of the immediately preceding year’s tax levy with respect to that land.
CARRIED.

39. TAX TITLE
PROPERTY
SALE BY
TENDER

STENE – That we offer for sale by tender the following Tax Title Property with all tenders to be marked “Property Tender” and received by the deadline of 4:00 May 1, 2025:

1. Lot 4 Blk 2 Plan BD532 Ext 0 (Mont Nebo)

2. Lot 5 Blk 2 Plan BD532 Ext 0 (Mont Nebo)

3. Blk C Plan No. 101471082 Ext 34 (Mont Nebo)

4. Blk B Plan 101471071 Ext 35 (Mont Nebo)

5. Blk A Plan 101577506 Ext 23 (NE28-53-7 W3)

CARRIED.
40. RECORD
RETENTION
AND
DISPOSAL

BOISVERT - That we authorize disposal of the following documents in accordance with the Records Retention and Disposal Schedule of Bylaw No. 2025-01:

1.1 Accounts Payable
2017 Payment Vouchers and Payments Journal

1.2 Accounts Receivable
2017 Receipts and Receipts Journal

1.13 Ledgers/Journals
2017 General Ledger Reports

1.7 Budget Related Reports
2017 Budget

1.10 Federal/Provincial Remittance
2017 School Remittance

1.17 Tax Roll and Assessment
2015 Tax Levy

2.16 Tax Certificates
2017 Tax Certificates

3.12 Ballot Box Contents
2024 Election Ballots and Registration Documents
2011 Election Ballots and Registration Documents

2.15 Tax Assessment Records
2014/2015/2017 Assessment

1.7 Budget Related Reports
2014/2015/2017 Budget

Cheque Stubs
03/14/13 - 8170-10164
12/29/17 - 10165-10936

2017 Year End
2017 Board of Revision

CARRIED.
41. HAWKEYE
CEMETERY

OLSON – That we hire Beatrice Hansen, Mont Nebo, Sask., to maintain the Hawkeye Cemetery for the 2025 season at a cost of \$1,000.

CARRIED.
42. SOUTH
CEMETERY
MOWING

SCHUTTE – That we hire Kim Lajeunesse, Canwood, Sask., to maintain the South Cemetery for the 2025 season at a cost of \$250 per cut. Further to this, trimming around the graves with a trimmer as well as cleaning off the graves is a requirement of the mowing caretaker.

CARRIED.
43. GOLDRIDGE
MOWING

SCHUTTE – That we hire Raymond Boutin, Prince Albert, Sask., to maintain the designated areas at Goldridge Enterprises Inc. for the 2025 season at a rate of \$130 per cut.

CARRIED.
44. COUNCILLOR
INDEMNITY

STENE – That we approve the Council’s Indemnity as presented.

CARRIED.

45. APP TO
SUBDIVIDE
LAND

LOCKHART – That we advise the Community Planning Branch of the Ministry of Government Relations that we recommend approval of the Application to Subdivide Land of Curt and Kimberly O’Connell, for the purpose of subdividing Parcel A from the SW 18-53-05 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.
46. APP TO
SUBDIVIDE
LAND

LOCKHART – That we advise the Community Planning Branch of the Ministry of Government Relations that we recommend approval of the Application to Subdivide Land of Bradley Young and Muriel Young, for the purpose of subdividing Parcel B from the SW 18-50-06 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.
47. APP TO
SUBDIVIDE
LAND

LOCKHART – That we advise the Community Planning Branch of the Ministry of Government Relations that we recommend approval of the Application to Subdivide Land of Mark Thompson, for the purpose of subdividing Parcel A from the SE 14-54-08 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.
48. DEV/BLDG
PERMIT
2025-25006
FUSICK

SCHUTTE – That we approve the Development and Building Permit Applications of Derrick Fusick to construct a detached garage, with approval pursuant to Section 9.1.2 of the Municipal Zoning Bylaw 2003-7.

CARRIED.
49. FILE CORR.

LOCKHART – That we now file the correspondence.

CARRIED.
50. ADJOURN

BOISVERT – That we now adjourn at 3:30 p.m. with the next regular meeting of Council to be held April 15, 2025, at the Municipal Council Chambers in the Municipal Building located at 641 Main Street, Canwood, Sask.

CARRIED.

Lorna Benson
CHIEF ADMINISTRATIVE OFFICER

Levi Schutte
REEVE