

A REGULAR MEETING OF  
 THE VILLAGE OF ST. LOUIS  
 HELD IN THE VILLAGE OFFICE  
 APRIL 14, 2014

---

CALL TO ORDER:

The meeting was called to order at 5:00 P.M. by the Mayor.

ATTEND:

Councillors present: Mayor Les Rancourt, Marc Caron, Lloyd McDougall, Aimee McDougall and Administrator Robin Boyer

66-14 A. McDougall: That Deputy Mayor Jenny be excused from this meeting.

CARRIED

AGENDA:

67-14 Caron: That the agenda be approved as presented.

CARRIED

MINUTES:

68-14 L. McDougall: That the minutes of the regular meeting of March 11, 2014 be approved.

CARRIED

FINANCIAL REPORTS:

69-14 Caron: That the financial reports for the month ending March 2014 be acknowledged.

CARRIED

ACCOUNTS PAYABLE:

70-14 A. McDougall: That the following accounts be approved for payment:

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Direct	UNPS – Debit Machine	Bank Charges	\$ 0.56
M/C	Sask Finance – Minister of Health	Water Samples	\$ 21.00
On-Line	Sask Tel Mobility	Maintenance Phone	\$ 59.48
On-Line	Sask Energy	Skating Rink (March)	\$ 520.50
On-Line	Sask Water	Contract water	\$ 7,474.91
M/C	Sask Finance – Minister of Health	Water Samples	\$ 21.00
4554	Robin Boyer	Admin Salary	\$ 1,000.00
4555	Canada Post	Postage / W & S Postage	\$ 372.75
4556	Golder Associates	Creek Erosion Project	\$ 904.05
4557	Government Relations	F D Telecommunications	\$ 660.00
4558	Grand & Toy	Office Supplies	\$ 279.11
4559	Greenland Waste	Monthly Waste Disposal	\$ 2,641.37
4560	Sutherland Automotive	Maint. Repairs	\$ 9.65
4561	Edward Lussier	Maint salary	\$ 800.00
4562	McIntyre Construction	Frozen water line service	\$ 3,093.30
4563	Meyers Norris Penny	Audit	\$ 3,273.10
4564	National Refrigeration	Ice Plant Maintenance	\$ 462.00
4565	Northern Rentals	Frozen Line Equipment	\$ 426.80
4566	Prince Albert Co-Op	W & S supply parts	\$ 95.57
4567	Queen's Printer	Tax Ad / Legisln update	\$ 187.50
4568	SPRA	2014 Membership	\$ 50.00
4569	SUMA	2014 Membership	\$ 1,078.80
4570	Sandy Pitzel	Contracted services Water	\$ 500.00
4571	Sandy's Grocery	Office Maint. Supplies	\$ 31.50
Direct	FCM – Green Municipal Fund	Loan & Interest payment	\$ 32,362.71
M/C	Sask Finance – Minister of Health	Water Samples	\$ 21.00
On-line	Sask Energy	Village Energy	\$ 1,634.77
Direct	UNPS – Debit Machine	Bank Charges	\$ 5.50
M/C	Sask Finance – Minister of Health	Water Samples	\$ 73.50
On-line	Sask Tel	Village Telephone	\$ 393.44
4572	Robin Boyer	Admin Salary	\$ 2,038.14
4573	Edward Lussier	Maintenance Salary	\$ 1,669.43
4574	MEPP	Pension Remittance	\$ 1,373.82
4575	Receiver General of Canada	Tax Remittance	\$ 2,613.03
4576	SUMA	Benefits Remittance	\$ 485.99
On-line	Sask Power	Village Power	\$ 2,602.08
M/C	Sask Finance – Minister of Health	Water Samples	\$ 21.00
Direct	UNPS – Debit Machine	Bank Charges	\$ 5.00
4577	National Refrigeration	Ice Plant Service	\$ 1,252.29
4578	Glen Lewis	Contracted W & S Oper.	\$ 180.00
4579	Sask Rivers School Div.	School Taxes Collected	\$ 882.12
		TOTAL	\$ 71,576.77
		<u>CARRIED</u>	

CORRESPONDENCE:

71-14 A. McDougall:

That the following correspondence, being read, be filed:

CARRIED

Xylem – Maintenance service for our sewage pumping stations for 2014 will be \$2,732.00 plus taxes per inspection. Does Council want to budget for this annual maintenance service? It would be a good idea. An updated list of service performed has been provided. They will require our signed authorization to proceed in scheduling the servicing for later this year.

Meyers Norris Penny – Completed copy of 2013 Financial Statements sent for Council.

Federation of Canadian Municipalities – Provided the Village with a welcome letter for our recent membership and sent notice that our financing payment for our lagoon loan will be withdrawn from our account on April 14, 2014.

Boughen Nurseries Ltd. – Product brochure.

Koenders Mfg. – Product brochure.

Kal Tire – Grader Tire product brochure.

Sask Tel – Notice that business rates will be increasing effective May 5.

Communities in Bloom – Received an invitation to participate in the program for 2014.

RCMP – Year-end report and Annual Performance Plan summary received for review.

Environment Canada – Information on disposal of PCB's.

Government of Saskatchewan – New Deal Gas Tax Funds information update.

SUMA – 2014 membership renewal package. Fee for 2014 is \$1,078.80.

Golder Associates – Provided a Village with a signed copy of our authorization agreement regarding the Creek Erosion Project and notified that they will be tendering out the work shortly.

Government of Saskatchewan – Notified the Village that the 2013-14 final installment of the New Deal Gas Tax Funds have been transferred to the Village. (\$12,706.70) This amount has been approved in street repairs.

Canadian Paving Service – Product and services brochure. I have contacted them for a quote on service that they can provide us. He cannot meet with us for 6 – 8 weeks.

All-Sask Paving - Product and services brochure. I have met with them for a quote on service that they can provide us.

Minister of Government Relations – Notification that Education Mill Rates will remain at same level as in 2013.

Canadian Public Works Association – Notice of Spring workshop available respecting Water Sampling and Analysis.

Saskatchewan Server Intervention Program – Informational brochure respecting liquor service regulations and responsibilities.

Sask Power /Energy – Notice provided that all Power and Energy meters will be upgraded to new smart electric meters and modules in 2014. This will allow meter readings to be conducted on line from a remote server and not require a physical or estimate reading again.

Sandy Pitzel – Letter received regarding her frozen line and the invoice that she has paid to Fast Service to attempt to thaw the line. The line was frozen from her service valve to the water main in the street and not at her property. She is requesting reimbursement (\$681.45) for what she had to pay. She is willing to pay \$150.00, if the Village will agree to reimburse her the difference.

Saskatchewan Prevention Institute – Notice that Bicycle Safety Week will be May 12 – 18, 2014.

Hank Ethier – Further correspondence regarding waste collection services and tax liens.

HRSDC – Information received on Prime Ministers Volunteer Awards.

Government of Saskatchewan – Notice of a possible meeting and pilot project regarding an inter-municipal business licensing program.

Sask Water – 2013 Notice to Consumers.

Canada Summer Jobs – Confirmation of grant for summer student in the amount of \$1,600. Opportunity will be advertised at the local school and in the Community Newsletter.

SPRA – 2014 membership renewal package. Fee for 2014 is \$50. Notice of consultation workshop to be held in Prince Albert on April 24, 2014.

72-14 A. McDougall:

That the Village accept a service maintenance agreement with Xylem as presented for the servicing of our sewage pumping stations for 2014.

CARRIED

73-14 Caron:

That membership with SUMA be renewed for 2014.

CARRIED

74-14 L. McDougall:

That Sandy Pitzel be reimbursed \$500 for her plumbing expense with Fast Plumbing, as presented, for issues encountered with frozen water lines on the

municipal side of the service valve and a letter outlining future concerns be sent to her as well.

CARRIED

75-14 L. McDougall: That Hank Ethier be asked for a settlement amount he would compromise at or if he can attend the next Meeting of Council to discuss further.

CARRIED

76-14 Caron: That Council accepts the Canada Summer Jobs grant and advertises to hire a summer student for July and August of 2014.

CARRIED

77-14 A. McDougall: That membership with Saskatchewan Parks and Recreation Association be renewed for 2014.

CARRIED

REVIEW OF WATER TREATMENT PLANT READINGS:

78-14 L. McDougall: That Council acknowledges the March 2014 Water Treatment Plant Readings as being complete and accurate after their review of said documents.

CARRIED

**OLD BUSINESS**

COMPLAINTS RESPONSE REGISTER:

No formal written complaints received and logged at the office this past month.

EMERGENCY RESPONSE COMMITTEE:

Update provided by Mayor Rancourt. No new information was presented at this time.

2014 DRAFT BUDGET:

79-14 A. McDougall: That minor adjustments as noted by Administrator be made and that the Budget be prepared for final approval at the May Regular Meeting of Council.

CARRIED

NEW HIRE – MAINTENANCE / RECREATION:

80-14 L. McDougall: That a new full-time Maintenance / Recreation employee not be hired for this season and that options for a part-time or relief person be explored.

CARRIED

2014 DRAFT 5 YEAR CAPITAL PLAN:

81-14 Caron: That minor adjustments as noted by Administrator be made and that the 5 Year Capital Plan be prepared for final approval at the May Regular Meeting of Council.

CARRIED

FIRE DEPARTMENT AGREEMENT WITH RURAL MUNICIPALITY:

Further information is required from the Local Mutual Aid Agreement before final call out service fees can be incorporated into a new agreement with the Rural Municipality.

MAINTENANCE JOB DESCRIPTION / CODE OF CONDUCT:

82-14 A. McDougall: That the Maintenance Job Description and Code of Conduct be approved as amended and presented and implemented and discussed with Maintenance personnel immediately.

CARRIED

ADMINISTRATOR JOB DESCRIPTION / CODE OF CONDUCT:

83-14 L. McDougall: That the Administrator job Description and Code of Conduct be approved as amended and presented and implemented immediately.

CARRIED

RV PARK CAMPING RATES:

84-14 L. McDougall: That a rate schedule be implemented to start with the May long weekend, as follows:

Daily - \$15.00

Weekly - \$75.00

Monthly - \$200.00

and that signage be produced to be installed at the site notifying potential patrons of the new user fees and regulations for payment.

CARRIED

**NEW BUSINESS**

DOCUMENT DESTRUCTION:

85-14 Caron: That the Administrator destroy the documents from the presented list in accordance with government regulations respecting the destruction of documents and in consideration of municipal records retention bylaw.  
CARRIED

GRADER REPAIRS / TRUCK REPAIRS:

86-14 L. McDougall: That Roger Topping be contacted about looking at repairs for the grader again and that local area mechanics be contacted by Council and Administrator to see if they could look at Maintenance truck for repairs.  
CARRIED

DEDICATED LANDS FUND / WALKING TRAIL PROJECT:

87-14 Caron: That the dedicated lands fund be closed and the money transferred to the General account and be used for water service upgrade at Lions RV Park.  
CARRIED

SPRING CLEAN-UP DAY:

88-14 L. McDougall: That the Rural Municipality be contacted to see if they would offer a free dumping day for St. Louis patrons that the Village would compensate them for and at what rate this could be accomplished for.  
CARRIED

NEWSLETTER OPERATING COMMITTEE:

89-14 A. McDougall: That a request looking for volunteers to sit on a Newsletter Operating Committee be advertised in the next edition of the Newsletter.  
CARRIED

CHEZ NOUS ESTATES DEVELOPMENT UPDATE:

90-14 L. McDougall: That Mr. Gareau of GGRURECONDEV be invited to the next meeting of Council to discuss the progress of this development further.  
CARRIED

STREET / SIDEWALK REPAIRS:

91-14 Caron: That after review of potential street/ sidewalk repairs the Administrator accept the quote with All-Sask Paving of Clavet and begin process of scheduling repair work.  
CARRIED

ADMINISTRATOR / MAINTENANCE DAYS OFF:

92-14 A. McDougall: That the Administrator Foreman be approved for days off as requested and presented and that any Maintenance days should be approved by Administrator during a time that is appropriate to business levels.  
CARRIED

BYLAW ENFORCEMENT CONTRACT SERVICES:

93-14 Caron: That services with EPS Management be used for Bylaw Enforcement from May through October 2014 and that a request for Pat Northey as our officer be made.  
CARRIED

MISCELLANEOUS ITEMS:

Minor discussion took place on the following items:

Metering device for truck fill station at Water Plant.  
Smoke detectors in municipal buildings.  
Educational opportunities for Administrator.

94-14 L. McDougall: That a draft Traffic Bylaw be developed for an upcoming meeting of Council.  
CARRIED

95-14 A. McDougall: That the washrooms at the Hall be made available for the Minor Softball season from May 4 – June 20, 2014.  
CARRIED

96-14 Caron: That used Hall tables be offered to Scott at Buddha's Pub & Grub.  
CARRIED

ADJOURN:

97-14 Mayor Rancourt: That this meeting adjourn.  
CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator