

A REGULAR MEETING OF  
 THE VILLAGE OF ST. LOUIS  
 HELD IN THE VILLAGE OFFICE  
 DECEMBER 10, 2013

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CALL TO ORDER:

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

ATTEND:

Councillors present: Mayor Les Rancourt, Deputy Mayor Marc Caron, Derek Jenny, Aimee McDougall and Administrator Robin Boyer

270-13 Jenny: That Councillor Lloyd McDougall be excused from this meeting.

CARRIED

271-A. McDougall: That items # 18 & 19 be moved to the bottom of the meeting agenda.

CARRIED

AGENDA:

272-13 Caron: That the amended agenda be approved as presented.

CARRIED

MINUTES:

273-13 Jenny: That the minutes of the regular meeting of November 12, 2013 be approved.

CARRIED

FINANCIAL REPORTS:

274-13 A. McDougall: That the financial reports for the month ending November 2013 be acknowledged.

CARRIED

ACCOUNTS PAYABLE:

275-13 Jenny: That the following accounts be approved for payment:

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Direct	Sask Tel Mobility	Maintenance Phone	\$ 59.48
M/C	Sask Finance – Minister of Health	Water Samples	\$ 21.00
M/C	Paymate Software – Microsystems	2014 renewal	\$ 309.75
4455	Robin Boyer	Admin Salary	\$ 1,000.00
4456	Marc Caron	Council Remuneration	\$ 360.00
4457	Crop Production Services	Road Salt	\$ 151.41
4458	EPS Management Service Inc.	Bylaw Enforce. Serv.	\$ 178.56
4459	Golder Associates	Creek Erosion Project	\$ 12,249.26
4460	Grand & Toy	Office Supplies	\$ 499.56
4461	Home Building Centre	Hall tables / Maint Supp	\$ 1,128.35
4462	Derek Jenny	Council Remuneration	\$ 360.00
4463	Lakeland Towing	Tow RM Tanker	\$ 760.20
4464	Edward Lussier	Maintenance Salary	\$ 800.00
4465	Aimee McDougall	Council Remuneration	\$ 360.00
4466	Lloyd McDougall	Council Remuneration	\$ 60.00
4467	Munisoft	Equip Maint & Support	\$ 3,021.70
4468	National Refrigeration	Ice Plant Start up Contract	\$ 431.55
4469	Queen's Printer	Urban Legislation update	\$ 173.25
4470	Les Rancourt	Council Remuneration	\$ 500.00
4471	St. Louis Fire Department	Annual Donation	\$ 1,000.00
4472	Edward Lussier	Maint Tools / Welder	\$ 164.99
4473	McIntyre Construction	Water valve repair	\$ 1,286.25
4474	Les Rancourt	Council Travel/Remun	\$ 507.05
4475	Sandy's Grocery	Office maintenance	\$ 29.50
On-line	Sask Water	Contracted Water	\$ 8,395.20
M/C	Sask Finance – Minister of Health	Water Samples	\$ 21.00
4476	Greenland Waste	Waste Collection Contract	\$ 2,454.02
4477	SUMA	SUMA Convention Reg.	\$ 945.00
Direct	UNPS Debit Machine	Bank Charges	\$ 5.50
M/C	Sask Finance – Minister of Health	Water Samples	\$ 21.00
On-line	Sask Energy	Office Energy	\$ 2,585.51
On-line	Sask Tel	Office Telephone	\$ 394.75
4478	Robin Boyer	Administrator Salary	\$ 2,239.32
4479	Edward Lussier	Maintenance Salary	\$ 1,578.40
4480	MEPP	Pension Remittance	\$ 1,320.82
4481	Receiver General of Canada	Tax Remittance	\$ 1,838.56
4482	SUMA	Benefits Remittance	\$ 485.99
On-line	Sask Power	Village Power	\$ 5,056.83
4483	Home Building Centre	Park repairs / Maint sup	\$ 885.01
4484	Munisoft	Office supplies – cheques	\$ 217.63

4485	Prince Albert Co-Op	Maintenance Fuel	\$ 1,564.71
4486	Les Rancourt	Fire Departement Equip	\$ 164.99
M/C	Sask Finance – Minister of Health	Water Samples	\$ 21.00
Direct	UNPS Debit Machine	Bank Charges	\$ 5.00
4487	Glen Lewis	Contracted W & S Oper	\$ 200.00
4488	Sask Rivers School Division	School Taxes Collected	\$ 5,100.68
		<b>TOTAL</b>	<b>\$ 60,912.78</b>
		<b><u>CARRIED</u></b>	

**CORRESPONDENCE:**

276-13 Caron: That the following correspondence, being read, be filed:  
**CARRIED**

**Munisoft**– Information holiday office hours and new product upgrades.  
**SUMA** – Insurance update on 2014 premium rate changes. They should not affect the Village’s payroll benefits too greatly.  
**EPS Bylaw enforcement** – Weekly reports  
**Fire Department** – A copy of a letter from Mayor Rancourt to the RM Reeve, Council and Administration regarding the operation of the Volunteer Fire Department is enclosed for Council to review.  
**Anderson Pump House** – Product and services brochure.  
**Heritage Saskatchewan** – Request to join as a member  
**SUMA**– Copy of Urban Voice magazine provided for Council members.  
**SUMA**– Copy of letter from RCMP outlining their responsibility in enforcing municipal bylaws. They will enforce within the context of public safety and can issue bylaw charges but the prosecution of bylaw offences is the responsibility of the municipality.  
**Water Security Agency** – They have provided a copy of the Gardiner Dam Emergency Preparedness Plan and request the Village to review and provide any questions and contact information by January 17, 2014.  
**Hank Ethier** – Further response regarding dispute over water connection repair.  
**Crop Production Services** – Notice of their acquisition of Viterra.  
**Enviroway** – Product brochure.  
**Heritage Canada** – Grant available for July 1<sup>st</sup> celebration events. Application deadline is January 15, 1024.  
**Golder Associates** – Update on options to move forward with creek erosion issue.

277-13 Jenny: That the Village acknowledge the Gardiner Dam Emergency Preparedness Plan and provide contact information as requested.  
**CARRIED**

278-13 Jenny: That the creek erosion remedial work be completed after May 2014 as outlined in correspondence from Golder Associates and that the Administrator inform Golder of such decision.  
**CARRIED**

**REVIEW OF WATER TREATMENT PLANT READINGS:**

279-13 A. McDougall: That Council acknowledges the November 2013 Water Treatment Plant Readings as being complete and accurate after their review of said documents.  
**CARRIED**

**OLD BUSINESS**

**COMPLAINTS RESPONSE REGISTER:**

No formal complaints received during this time period.

**SOUND SYSTEM AT COMMUNITY HALL:**

Update provided to Council on this item.

**SUMA CONVENTION REGISTRATION:**

280-13 Caron: That the Mayor, Administrator and a Council member attend the SUMA Convention in Regina in February of 2014 and that registration fees be submitted prior to the December 20, 2013 deadline. The participating Council member will notify the Administrator in the next couple of days.  
**CARRIED**

**CRIVEA DEVELOPMENT / SERVICE AGREEMENT:**

281-13 Caron: That the Village of St. Louis amends previously carried resolution 133-13 and approves the proposed subdivision of land for Dennis Crivea, of St. Louis, in the Province of Saskatchewan as outlined and shown in the plan of proposed subdivision done by Tri-City Surveys Ltd., dated November 5, 2013 and defined as:

Village of St. Louis  
Parcel K, Plan No. 66PA16217  
in R.L. 4 – Twp. 45 – Rge. 27 – W2ndMer.  
Proposed Residential Subdivision

and;

That a formal servicing agreement for this proposed subdivision will not be required as new infrastructure will not be required, as municipal gravity fed wastewater system cannot be provided at this location, to which the property owner is aware, and the municipal water service currently runs adjacent to this property and can be accessed for a service connection at such a time as required. These issues can be dealt with through municipal bylaw Number Five of 2008, respecting utility service connections; and;

That the existing building set back requirement encroachment will be dealt with through the municipal zoning bylaw once an application for a development permit is submitted; and;

That the Administrator undertakes all other necessary steps to effect the intent of this resolution.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

RM TANKER TRUCK ACCIDENT:

282-13 Jenny: That an insurance claim not be filed for this incident and that Edward complete repairs to the walking bridge at Lions Park that was damaged in the accident, at his earliest convenience.

CARRIED

283-13 Jenny: That we move past item # 13 on the Agenda at this time.

CARRIED

2014 MEETING TIMES & DATES:

284-13 Jenny: That all regular meetings of Council be held on the second Monday of every month at 5 PM for 2014.

CARRIED

2014 COUNCIL REMUNERATION:

285-13 A. McDougall: That the 2014 remuneration for the Mayor remain at \$100.00 per meeting and at \$60.00 per meeting for all Councillors.

CARRIED

2014 MILEAGE RATE:

286-13 A. McDougall: That the 2014 mileage rate payable be set at \$0.45 per kilometer for Council or employee travel.

CARRIED

2014 MEAL ALLOWANCE:

287-13 Caron: That the 2014 Council meal allowance remain at \$13.00 for breakfast, \$15.00 for lunch and \$20.00 for supper for any associated travel and meetings.

CARRIED

2014 CASUAL LABOUR RATE:

288-13 A. McDougall: That the 2014 rate for casual contract labour hired by the Village be set at \$15.00 per hour.

CARRIED

2014 FEES FOR SERVICES:

289-13 Caron: That the following rates for services be applied in 2014:

Custom Work	\$80.00/hour
NSF cheques	\$10.00
Village Pins	\$ 2.00
Village Maps	\$10.00
Photocopies	\$ 0.25
Tax Certificates	\$10.00
Statement of Taxes	\$10.00
Development Permits	\$15.00
Frozen water lines	First time free / \$80.00/hour after
Withdraw Tax liens	\$20.00 plus costs
Hall Rental Rates	Remain as 2013 Grid
Notary Public Fees	No charge for 2014
	<u>CARRIED</u>

ORGANIZATIONAL APPOINTMENTS FOR 2014:

290-13 Jenny: That the following members be appointed to the following Board positions for 2013:

<b>Board</b>	<b>Member</b>
Recreation Board	Open pending more information
Skating Rink Board	Derek Jenny
Curling Rink Board	Marc Caron
Fire Department Board	Lloyd McDougall
Fire Chief	Shelby Pozniak
Deputy Fire Chief	Les Rancourt
Library Board	Aimee McDougall

291-13 Caron: That Councillor Derek Jenny be appointed as Deputy Mayor for the Village of St. Louis for the 2014 calendar year, and  
That Deputy Mayor Jenny have all the responsibilities and perform all the duties of Deputy Mayor for the 2014 calendar year, including the third signing authority for all municipal accounts and documents, and  
That Deputy Mayor Jenny be added to signing authority with Affinity Credit Union and that Councillor Marc Caron be removed as signing authority as the previous Deputy Mayor.

CARRIED UNANIMOUSLY

Deputy Mayor	Derek Jenny
Development Permit Advisor	All Council
Development Appeals Board	Claude Tournier Joan Boyer, Pauline Boutin
Village Auditors	Meyers, Norris & Penny
Village Surveyors	Meridian Surveys
General Solicitor	Trevor Klassen
Fire Insurance Agent	Riverside Agencies
Village Contractor	McIntyre Construction (flexible)
Village Engineer	Catterall & Wright
Sask Water Rate Review Board	Les Rancourt

CARRIED

FUNCTIONAL AREAS FOR COUNCILLORS:

292-13 A. McDougall: That this item be tabled again to the January meeting of Council.

CARRIED

HUMAN RESOURCES POLICY MANUAL – SAGEHILL COMMUNITY FUTURES:

Information was presented on the services that could be provided for a Human Resources Policy. Council did not make any decisions at this time.

SPECIAL OCCASION PERMIT – VOLUNTEER FIRE DEPARTMENT:

293-13 A. McDougall: That the Village of St. Louis approves the issuance of a Community Event Liquor Permit to the:

St. Louis / RM of St. Louis Volunteer Fire Department

For: Hockey Tournament Fundraiser

To take place at the St. Louis Skating Rink in St. Louis Saskatchewan for the dates and hours (maximum of 12 hours / day including dance if applicable):

January 10, 2014	5 PM – 12 Midnight
January 11, 2014	12 Noon – 8 PM

CARRIED

ADMINISTRATOR VACATION DAYS:

294-13 Jenny: That the Administrator be approved for vacation days for December 24, 26, 27, 30 & 31, 2013 and that the Village Office remain closed for these days.

CARRIED

FIRE DEPARTMENT TRAINING & EQUIPMENT ACCOUNTS:

295-13 Caron: That accounts be opened with remaining 2013 budget allotment for Fire Department training and Equipment to begin a capital fund for future upgrades.

CARRIED

MISCELLANEOUS ITEMS:

Minor discussion took place on the following items:

- Parking on boulevards.
- No parking sign at Skating Rink.
- Emergency Measures Organization – Emergency Response Plan.

Fuel meter for fuel tanks.  
Christmas lights for 2014. Lift requirements.  
Fire Hydrants.  
Obstacles to street grading.  
Sewage Pumping Station furnaces.

296-13 A. McDougall: That due to adjustments in policy to provide consistent interpretation of the Lagoon fee charges respecting disconnected and inoperable services, charges outstanding on account 519-0 be reversed for the period that services were not connected to the main. This accounts from January 2012.

CARRIED

297-13 Jenny: That we move past item # 13 on the Agenda at this time.

CARRIED

VISITOR – EDWARD LUSSIER - MAINTENANCE:

Mr. Lussier attended to give an update on Maintenance Department and to review duties and performance as per an annual evaluation.

2014 MAINTENANCE FOREMAN SALARY:

298-13 Caron: That the Maintenance Foreman's salary be increased by 4% effective January 1, 2014, to be reviewed again in December 2014.

CARRIED

2014 ADMINISTRATOR SALARY:

299-13 A. McDougall: That the salary of the Village Administrator, be increased by 4% effective January 1, 2014, to be reviewed in December 2014.

CARRIED

ADJOURN:

300-13 Mayor Rancourt: That this meeting adjourn.

CARRIED

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Mayor

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Administrator