

A REGULAR MEETING OF
 THE VILLAGE OF ST. LOUIS
 HELD IN THE VILLAGE OFFICE
 DECEMBER 14, 2015

CALL TO ORDER:

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

ATTEND:

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

264-15 Caron: That Councilor L. McDougall be excused from this meeting and that Councilor A. McDougall be noted as late.

CARRIED

AGENDA:

265-15 Jenny: That the agenda be approved as presented.

CARRIED

MINUTES:

266-15 Jenny: That the minutes of the regular meeting of November 4th, 2015 be approved.

CARRIED

FINANCIAL REPORTS:

267-15 Caron: That the financial reports for the month ending November 2015 be acknowledged.

CARRIED

ACCOUNTS PAYABLE:

268-15 Jenny: 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	\$ 0.36
M/C	Paymate Software	Payroll Renewal	\$ 252.00
M/C	Sask Finance – Minister of Health	Water Samples	\$ 21.00
On-line	Sask Water	Contract Water	\$ 9,773.75
M/C	Sask Finance – Minister of Health	Water Samples	\$ 21.00
5100	Acklands Grainger	Maint / FD Supplies	\$ 375.97
5101	Adventure Printing	2016 Dog License tags	\$ 117.70
5102	AED Advantage	Defibrillator supplies	\$ 154.49
5103	Robin Boyer	Admin Salary	\$ 1,500.00
5104	Marc Caron	Council Remuneration	\$ 300.00
5105	C Bre Electric	Sewage Station Repairs	\$ 519.66
5106	Greenland Waste	Waste Collection	\$ 2,695.17
5107	Derek Jenny	Council Remuneration	\$ 300.00
5108	Kleen-Bee	Hall Supplies	\$ 56.13
5109	Sutherland Automotive	Maintenance Repairs	\$ 304.56
5110	Ryan McCloy	Maintenance Salary	\$ 1,160.00
5111	Aimee McDougall	Council Remuneration	\$ 240.00
5112	Lloyd McDougall	Council Remuneration	\$ 240.00
5113	Munisoft	Equip Maint agreement	\$ 2,828.10
5114	Prince Albert Co-Op	Maintenance supplies	\$ 262.72
5115	Les Rancourt	Council Remuneration	\$ 1,279.00
5116	Sandy's Grocery	Maintenance supplies	\$ 52.00
5117	St. Louis Fire Department	Annual Donation	\$ 1,000.00
5118	SUMA	Convention Registration	\$ 630.00
5119	Village of St. Louis	Maintenance supplies	\$ 85.78
5120	Rhonda Jungwirth	Hall Rental Refund	\$ 150.00
M/C	Sask Finance – Minister of Health	Water Samples	\$ 21.00
On-line	Sask Energy	Village Energy	\$ 2,829.69
Direct	UNPS – Debit machine	Bank Charges	\$ 5.50
5121	Robin Boyer	Admin Salary	\$ 1,945.34
5122	Ryan McCloy	Maintenance Salary	\$ 1,281.41
5123	MEPP	Pension Remittance	\$ 1,247.50
5124	Receiver General of Canada	Tax Remittance	\$ 1,520.70
5125	SUMA	Benefits Remittance	\$ 352.16
5126	Dmyterko Enterprises	Water Line Repairs	\$ 924.00
5127	National Refrigeration	Chiller Permit	\$ 179.45
5128	Village of St. Louis	Uncollectible Water Acct	\$ 63.10
On-line	Sask Power	Village Energy	\$ 6,768.05
M/C	Sask Finance – Minister of Health	Water Samples	\$ 21.00
On-line	Sask Tel	Village telephone	\$ 377.23
Direct	UNPS – Debit machine	Bank Charges	\$ 8.00

5129	Glen Lewis	Contracted W & S	\$ 189.00
5130	Michael Richard	W & S Cont. Labour	\$ 140.00
5131	Sask Rivers School Div.	School Taxes	\$ 4,307.87
M/C	Sask Finance – Minister of Health	Water Samples	\$ 21.00
		TOTAL	\$46,521.39
		<u>CARRIED</u>	

CORRESPONDENCE:

269-15 Jenny:

That the following correspondence, being read, be filed:

CARRIED

Ministry of Government Relations – Update on PDAP claim.
MEPP – Pension Plan Newsletter.
Acklands – Notice that they are changing their billing system.
Anderson Pumphouse – Quote for new water plant distribution pumps.
SUMA – Insurance benefits update. / Update on services available with our membership
North Central Transportation Committee – Notice of upcoming 2016 workshops respecting OH & S February 25 in Birch Hills and information letter on services available to municipalities.
Saskatchewan in Motion – Information on 2016 program and February 15, 2016 deadline to register.
Catterall & Wright – Draft report of 2015 WSA available for Council comments.
Ombudsman of Saskatchewan – Notice on changes to Ombudsman Act
Sask Water – Update on Wakaw Humboldt Pipeline Agreement Renegotiation.
SPRA – Notice of proposed amendments to Public Accommodation Regulations. Will have to see if any impact on our RV Park.
Government of Saskatchewan – Information on possible changes to services offered by Notaries Public.
Ministry of Government Relations – Notice of upcoming changes to the Fire Safety Act that will affect municipalities. A Fire Safety Guide is being developed to offer awareness of the details in The Act.
Government of Sask – Information on the new SaskAlert, Emergency Public Alerting Program. There will be an opportunity for the Village to have trained users who will be able to access and create and issue emergency alerts respecting, fire, weather, floods, drinking water issues, dangerous animals, etc. This info would then be distributed to various media outlets for dispersal. The Village is required to fill out an application to be part of the system.
Scotiabank – Request to set-up direct deposit for taxes.
Catterall & Wright – Update on 2015 Water System Assessment Report.
Heritage Saskatchewan – Request for Village to become a member for \$25 fee.
Canada Summer Jobs – Notice that application period will be from January 4 to February 26.
Saskatchewan Housing Corporation – Notice that they operated in a surplus and our share is \$1,187.38.
Workers' Compensation Board – Notice of 25% discount on premiums for 2016 based on claims free record.
UMAAS – Urban Administrator Association Newsletter.
Federation of Canadian Municipalities – Request to renew membership for 2016.
Traffic Radar Sign – Monthly stats.

270-15 Jenny:

That new water plant distribution pump and motor units be ordered from Anderson Pump House and installed and that the electrical be installed by C Bre Electric as per the presented quote and that the funds for these upgrades be transferred from the Utility Infrastructure Fund to the General Account.

CARRIED

271-15 A. McDougall:

That the Village register to be part of SaskAlert as presented.

CARRIED

272-15 Caron:

That the draft WSA report from Catterall & Wright be accepted as presented.

CARRIED

273-15 A. McDougall:

That direct deposit information for tax accounts be set up with Scotia Bank.

CARRIED

274-15 Caron: That the Village apply to the Canada Summer Jobs program again for a student for 2016.
CARRIED

275-15 A. McDougall: That the Village renew its' membership with the Federation of Canadian Municipalities for 2016.
CARRIED

REVIEW OF WATER TREATMENT PLANT READINGS:

276-15 Jenny: That Council acknowledge the November 2015 Water Treatment Plant readings as being complete and accurate after their review of said documents.
CARRIED

COMPLAINTS RESPONSE REGISTER:

No formal written complaints received at this time.

OCCUPATIONAL HEALTH & SAFETY:

277-15 Caron: That a price for a scissor lift be looked at by administration and considered in the 2016 Budget.
CARRIED

OLD BUSINESS

RE-ZONING PROPERTY AT 224 RIVERSIDE DRIVE:

278-15 Jenny: That this item be removed from any future old business unless there is further developments that need to be addressed.
CARRIED

EMERGENCY RESPONSE PLAN / PLANNING COMMITTEE:

279-15 Jenny: That a public meeting be held on Monday February 15, 2016 at 7 PM at the Community Hall to begin formal process of setting up an Emergency Response Planning Committee and that Larry Zadvorny be confirmed to attend to discuss the various positions within an Emergency Plan and Committee and that the residents who expressed an interest in the Planning Committee be contacted to attend.
CARRIED

SIGN CORRIDOR:

Administrator provided an update on this topic.

ETHIER HOUSE DEVELOPMENT PERMIT:

280-15 A. McDougall: That Mr. Ethier be required to obtain a new Development Permit for this residential building and to ensure completion by the new expiry date.
CARRIED

DANGEROUS DOG BYLAW:

281-15 Caron: That this item be tabled for further discussion at the January 2016 regular meeting of council.
CARRIED

MULTI MATERIAL RECYCLING PROGRAM:

282-15 A. McDougall: That Greenland Waste Disposal Ltd. be appointed as sub-contractor for the purpose of providing recycling reports and receiving payments with Multi Material Stewards Western for this granting program and That a three year extension, to 2020, be accepted as outlined in their proposal letter.
CARRIED

SUMA CONVENTION REGISTRATION:

283-15 A. McDougall: That Lloyd McDougall and Derek Jenny be noted as the registered delegates for the SUMA Convention in Regina and that all travel expenses be covered.
CARRIED

NEW BUSINESS

2016 MEETING TIMES & DATES:

284-15 Jenny: That all regular meetings of Council be held on the second Monday of every month at 5 PM for 2016.
CARRIED

2016 COUNCIL REMUNERATION:

285-15 Jenny: That the 2016 remuneration for the Mayor be set at \$140.00 per meeting and at \$100.00 per meeting for all Councilors.
CARRIED

2016 MILEAGE RATE:

286-15 A. McDougall: That the 2016 mileage rate payable be set at \$0.45 per kilometer for Council or employee travel.
CARRIED

2016 MEAL ALLOWANCE:

287-15 Jenny: That the 2016 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

2016 CASUAL LABOUR RATE:

288-15 A. McDougall: That the 2016 rate for casual contract labour hired by the Village be set at \$15.00 per hour.
CARRIED

2016 FEES FOR SERVICES:

289-15 A. McDougall: That the following rates for services be applied in 2016:

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
Notary Public Fees	No charge for 2015
RV Park Rates	\$15/day, \$75/week
	<u>CARRIED</u>

VISITOR – RYAN McCLOY - MAINTENANCE:

Council completed probationary employment review.

2016 MAINTENANCE FOREMAN SALARY:

290-15 Caron: That the Maintenance Foreman's salary be increased by 6% effective January 1, 2016.
CARRIED

2016 ADMINISTRATOR SALARY:

Mayor Les Rancourt declared a conflict of interest and removed himself from discussion of this item.

291-15 Caron: That the Administrator's salary be increased by 3% effective January 1, 2016.
CARRIED

292-15 A. McDougall: That the Administrator be allowed a \$25 per month cellular phone allowance effective January 1, 2016.
CARRIED

ORGANIZATIONAL APPOINTMENTS FOR 2016:

293-15 Caron: That the following members be appointed to the following Board positions for 2016:

Board	Member
Recreation Board	Open pending more information
Skating Rink Board	Derek Jenny
Curling Rink Board	Aimee McDougall
Fire Department Board	Lloyd McDougall
Fire Chief	James Brake
Deputy Fire Chief	Mike Rancourt
Library Board	Derek Jenny
Deputy Mayor	Aimee McDougall
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
Fire Insurance Agent
Village Contractor
Village Engineer
Sask Water Rate Review Board

Trevor Klassen
Riverside Agencies
Dmyterko Enterprises
Catterall & Wright
Les Rancourt

CARRIED

UNCOLLECTIBLE UTILITY ACCOUNTS:

294-15 Jenny: That uncollectible utility accounts, as presented, be written off and forwarded to collections.

CARRIED

ADMINISTRATOR VACATIONS DAYS:

295-15 Caron: That the Administrator vacation day request be approved as per the presented list and that the Village Office be closed for those days.

CARRIED

YEAR-END BANK ACCOUNT TRANSFERS:

296-15 Caron: That the Administrator transfer year-end budgeted amounts from the General account to the following accounts:

Shop Replacement Fund	\$20,000.00
Lagoon Surplus	\$27,036.33
Fire Department Training	\$ 5,000.00
Recreation Repair Fund	\$ 3,000.00

CARRIED

LIONS CLUB – HALL ENTRANCE CANOPY:

297-15 A. McDougall: That this item be tabled until the next regular meeting of council.

CARRIED

MISCELLANEOUS ITEMS:

Minor discussion took place on the following items that Administrator will gather more information on:

Powered Mobile Equipment Operation
Maintenance keys
Sask Water rates
Leaf blower for Maintenance
Graffiti at Hall & Skating Rink

298-15 Jenny: That the Village use the Air Miles accumulated to purchase a microwave for the Skating Rink.

CARRIED

ADJOURN:

299-15 Mayor Rancourt: That this meeting adjourn.

CARRIED

Mayor

Administrator