

A REGULAR MEETING OF  
 THE VILLAGE OF ST. LOUIS  
 HELD IN THE COMMUNITY HALL  
 DECEMBER 14, 2020

---

CALL TO ORDER:

The meeting was called to order at 4:00 P.M. by the Mayor.

ATTEND:

Councilors present: Mayor Marc Caron, Deputy Mayor Janelle Paul, Shane Jenny, Tristen Boettcher and Administrator Robin Boyer

262-20 S. Jenny: That Council member Jennifer Jenny be excused from this meeting.  
CARRIED

AGENDA:

263-20 Boettcher: That the agenda be approved as presented.  
CARRIED

MINUTES:

264-20 Boettcher: That the minutes of the Regular Meeting of November 5, 2020 and First Meeting of November 16, 2020 be approved.  
CARRIED

FINANCIAL REPORTS:

265-20 Paul: That the financial reports for the month ending November 2020 be acknowledged.  
CARRIED

ACCOUNTS PAYABLE:

266-20 S. Jenny: That the following accounts be approved for payment:

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
6682	Acklands Grainger	Maintenance supplies	\$ 45.27
6683	Anderson Pumphouse	Ice plant filters	\$ 442.29
6684	Tristen Boettcher	Council Remuneration	\$ 200.00
6685	Canada Post	Water sample postage	\$ 130.87
6686	Marc Caron	Council Remuneration	\$ 1,120.00
6687	Golder Associates	PDAP Creek Project	\$33,982.85
6688	Greenland Waste	Waste collection service	\$ 2,518.96
6689	Jennifer Jenny	<b>VOIDED – WRONG AMOUNT</b>	
6690	Shane Jenny	Council Remuneration	\$ 600.00
6691	Kleen Bee	Sewer / Maint supplies	\$ 637.20
6692	Meridan Inspections	Building permit inspect.	\$ 78.75
6693	Munisoft	Computer Maint/Support	\$ 3,474.30
6694	NAPA Auto Parts	Maintenance repair parts	\$ 169.23
6695	Ainsworth – National Refrig.	Ice plant start / repairs	\$ 1,295.37
6696	Lake Country Co-Op	Fuel/supplies/repairs	\$ 1,205.09
6697	Janelle Paul	Council Remuneration	\$ 200.00
6698	Queen's Printer for Sask.	Legislation binder	\$ 236.25
6699	Roto-Rooter	Lagoon blockage	\$ 330.23
6700	Saskatchewan Research Council	Water sampling	\$ 110.24
6701	Staples Business Advantage	Office supplies	\$ 8.39
6702	St. Louis Fire Department	In-house training	\$ 7,800.00
6703	SUMA	Dog License Tags	\$ 117.22
6704	Theoret Ent. Inc.	Road Gravel	\$ 605.60
6705	Village of St. Louis	WTP engine installation	\$ 27.40
Direct Dep.	Robin Boyer	Admin Salary / Meeting	\$ 1,533.60
Direct Dep.	Ryan McCloy	Maintenance Salary	\$ 1,000.00
6706	Jennifer Jenny	Council Remuneration	\$ 100.00
6707	Chris Letendre	Bylaw Enforcement	\$ 1,456.38
6708	Jason Petit	Firehall furnace repair	\$ 150.00
6709	Michael Richard	WTP back up engine	\$ 80.00
6710	RPM Industrial Inc.	WTP back up engine	\$ 26.64
6711	St. Louis Community Newsletter	Donation from SRSD	\$ 50.00
6712	Roger Topping	Maint. Repairs/WTP	\$ 900.00
6713	Village of St. Louis	WTP back up engine	\$ 35.70
6714	Sonny Vandale	Custom Bobcat services	\$ 500.00
6715	Golder Associates	PDAP Creek Project	\$ 2,372.92
On-line	Sask Water	Contracted water	\$10,970.70
On-line	Sask Tel	Village Telephone	\$ 341.64
On-line	Sask Energy	Village Energy	\$ 2,719.02
On-line	Sask Power	Village Power	\$ 6,879.07
Direct	UNPS/Debit Machine	Service charges	\$ 5.55

Direct Deposit	Robin Boyer	Admin Salary	\$ 2,372.31
Direct Deposit	Ryan McCloy	Maintenance Salary	\$ 1,425.73
On-line	MEPP	Pension Remittance	\$ 1,563.30
6716	Receiver General of Canada	Tax Remittance	\$ 1,746.33
On-line	SUMA	Benefits Remittance	\$ 337.96
On-line	Collabria Mastercard	Payroll software renewal	\$ 283.50
6717	Halcro Metals	Water plant engine capital	\$ 85.03
6718	Glen Lewis	contracted W & S Oper.	\$ 189.00
6719	Lake Country Co-Op	Maint supplies/fuel	\$ 212.73
6720	SUMA	Convention registration	\$ 388.50
6721	Village of St. Louis	Water plant engine capital	\$ 67.60
On-line	Sask Power	Old Traffic Bridge lights	\$ 56.59
6722	Canada Post	Office / W & S Postage	\$ 67.32
6723	Flocor Inc.	Water meter reader battery	\$ 185.41
6724	Michael Richard	Contract Labour	\$ 380.00
6725	Ruszkowski Enterprises Ltd.	Road sand/salt	\$ 1,032.45
6726	Saskatchewan Research Council	Water samples / supplies	\$ 70.87
Direct	UNPS/Debit Machine	Service charges	\$ 8.00
Direct	Minister of Finance – EPT	School Taxes Collected	\$ 7,578.57
Direct	UNPS/Debit Machine	Service charges	\$ 0.79
		<b>TOTAL</b>	<b>\$102,508.72</b>
		<b><u>CARRIED</u></b>	

**CORRESPONDENCE:**

267-20 Boettcher:

That the following correspondence, being read, be filed:

**CARRIED**

**MNP** – Notice that Engagement Letter for 2020 year-end audit has been sent and confirmed electronically.

**Munisoft** – Equipment & Software maintenance and support documentation and information.

**Municipalities of Saskatchewan** – Notice of new monthly premium rates for group insurance benefits beginning January 1, 2021.

**Federation of Canadian Municipalities** – Information of services and annual membership renewal notice.

**Ministry of Government Relations** – Information letter for newly elected and re-elected members of Council.

**Ministry of Government Relations** – Information on changes coming to municipal Boards of Revision that deal with property assessment appeals.

**SARM** – Letter to Council addressing concern over the name change of Saskatchewan Urban Municipalities Association (SUMA) to Municipalities of Saskatchewan.

**Provincial Disaster Assistance Program** – Notification of grant funding payment for submitted claims on creek erosion project.

**Multi Material Stewardship Western** – Notice of updated recycling payment amounts to customers in respect of existing contract. Village will receive a recycling credit on waste/recycle collection fees of \$30.75 per household per year.

**Water Security Agency** – Copy of Lagoon compliance inspection report. No issues at this time. Permit to Operate expires in March of 2021.

**B & B Enforcement** – Monthly reports from August & September

**Saskatchewan Public Safety Agency** – Covid Plan information.

**All-Net Municipal Solutions** – Product advertising brochure.

**In Motion Program** – Information of upcoming participation challenge.

**Traffic Radar Sign** – Monthly stats.

**REVIEW OF WATER TREATMENT PLANT READINGS:**

268-20 S. Jenny:

That Council acknowledge the November 2020 Water Treatment Plant readings as being complete and accurate after their review of said documents.

**CARRIED**

**COMPLAINTS RESPONSE REGISTER:**

No formal complaints logged this past month.

**OCCUPATIONAL HEALTH & SAFETY:**

269-20 Paul:

That the Lions Club be allowed access to the Municipal Shop for set-up of New Year's Fireworks, provided that all Covid-19 guidelines and protocols are followed.

**CARRIED**

**OLD BUSINESS**

MUNICIPALITIES OF SASKATCHEWAN – VIRTUAL CONVENTION:

270-20 Paul: That the Village register 2 participants for the February Convention, Tristen Boettcher and Jennifer Jenny.  
CARRIED

**NEW BUSINESS**

VISITOR – RYAN McCLOY – VILLAGE MAINTENANCE:

Ryan was unable to attend and will have to be rescheduled in January.

2021 MAINTENANCE FOREMAN SALARY:

271-20 Boettcher: That the Maintenance Foreman's annual salary be increased by 2% effective January 1, 2021.  
CARRIED

2021 ADMINISTRATOR SALARY:

272-20 S. Jenny: That the Administrator's annual salary be increased by 2% effective January 1, 2021.  
CARRIED

2021 MEETING TIMES & DATES:

273-20 Boettcher: That all regular meetings of Council be held on the second Wednesday of every month at 4:30 PM for 2021.  
CARRIED

2021 COUNCIL REMUNERATION:

274-20 Paul: That the 2021 remuneration for the Mayor remain at \$140.00 per meeting and at \$100.00 per meeting for all Councilors.  
CARRIED

2021 MILEAGE RATE:

275-20 S. Jenny: That the 2021 mileage rate be set at \$0.52 per kilometer for Council or employee travel.  
CARRIED

2021 MEAL ALLOWANCE:

276-20 Paul: That the 2021 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

2021 CASUAL LABOUR RATE:

277-20 Boettcher: That the 2020 rate for casual contract labour hired by the Village be set at \$15.00 per hour.  
CARRIED

2020 FEES FOR SERVICES:

278-20 S. Jenny: That the following rates for services be applied in 2021:

Custom Work	\$80.00/hour
NSF cheques	\$25.00
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	As per presented price grid with increase to \$200 for gift opening and bingos.
RV Park Rates	\$15/day, \$75/week

CARRIED

ORGANIZATIONAL APPOINTMENTS FOR 2021:

279-20 Paul: That the following members be appointed to the following Board positions for 2021:

<b>Board</b>	<b>Member</b>
Recreation Board	Pending
Skating Rink Board	Marc Caron
Curling Rink Board	Jennifer Jenny
Fire Department Board	Shane Jenny

Fire Chief	James Brake
Deputy Fire Chief	Cory Linfitt
Library Board	Tristen Boettcher
Deputy Mayor	Janelle Paul
Development Permit Advisor	All Council
Development Appeals Board	Claude Tournier, Lynn Regnier, Pauline Boutin Meyers, Norris & Penny
Village Auditors	Meridian Surveys
Village Surveyors	Nicole Sawchuk
General Solicitor	Riverside Agencies
Fire Insurance Agent	Evans 8 Contracting
Village Contractor	Catterall & Wright
Village Engineer	Marc Caron
Sask Water Rate Review Board	R. M. Council / Administrator
Board of Revision / Secretary	Shane Jenny
EMO Planning Committee	Administrator (temporary)
Emergency Planning Coordinator	Open
Deputy Emergency Planning Coordinator	
<u>CARRIED</u>	

BYLAW NUMBER THREE OF 2020 – FIRST READING:

280-20 Boettcher: That Bylaw Number Three of 2020 respecting entering into an agreement for dispatch services be introduced and given first reading.  
CARRIED

BYLAW NUMBER THREE OF 2020 – SECOND READING:

281-20 S. Jenny: That Bylaw Number Three of 2020 respecting entering into an agreement for dispatch services be given second reading.  
CARRIED

BYLAW NUMBER THREE OF 2020 – ALL THREE READINGS:

282-20 Paul: That Bylaw Number Three of 2020 respecting entering into an agreement for dispatch services be given all three readings at this meeting.  
CARRIED UNANIMOUSLY

BYLAW NUMBER THREE OF 2020 – THIRD READING:

283-20 Boettcher: That Bylaw Number Three of 2020 respecting entering into an agreement for dispatch services be given third and final reading.  
CARRIED

FIRE AGREEMENT WITH RM OF PRINCE ALBERT:

284-20 S. Jenny: That the amended schedule A to the Fire Agreement with the RM of Prince Albert be endorsed as presented.  
CARRIED

UTILITY ACCOUNTS TRANSFER TO TAXES:

285-20 Boettcher: That the unpaid utility accounts as presented be added to tax rolls of the properties on January 31, 2021 and that registered letter correspondence be provided to the account holders and property owners.  
CARRIED

ADMINISTRATOR / MAINTENANCE LIEU / VACATIONS DAYS:

286-20 S. Jenny: That the Administrator lieu/vacation days request be approved as per the presented list and that the Village Office be closed for those days and that the Maintenance lieu days request be approved and Michael Richard be hired to perform maintenance duties on an on-call basis.  
CARRIED

YEAR-END BANK ACCOUNT TRANSFERS:

287-20 S. Jenny: That this item be tabled until year-end financials are determined and the final transfer amounts are known.  
CARRIED

MUNICIPAL REVENUE SHARING DECLARATION:

288-20 Paul: The Council of the Village of St. Louis confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2019 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2019 Public Reporting on Municipal Waterworks to the Ministry of Government Relations (*if applicable*);

- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.  
CARRIED

SNOW REMOVAL BYLAW / POLICIES / INFORMATION LETTER:

289-20 S. Jenny: That a letter be included with utility notices outlining concerns with snow removal practices of residents.  
CARRIED

MISCELLANEOUS ITEMS:

Minor discussion took place in respect of the following items:

- Barking dogs
- Residential neighbor issues
- MHI culvert replacement tender
- Fire Department false alarms
- Happy Go Lucky Service Station property
- Speed radar sign repairs
- Billboard signs by old Riverview Café (Lions Park)

290-20 Paul: That a billboard sign acknowledging Lions Park be allowed for installation at area south of old traffic bridge.  
CARRIED

ADJOURN:

291-20 Mayor Caron: That this meeting adjourn.  
CARRIED

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Administrator