

A REGULAR MEETING OF  
 THE VILLAGE OF ST. LOUIS  
 HELD IN THE VILLAGE OFFICE  
 DECEMBER 4, 2018

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CALL TO ORDER:

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

ATTEND:

Councilors present: Mayor Marc Caron, Deputy Mayor Joan Boyer, Lloyd McDougall, Derek Jenny, Pauline Doucet and Administrator Robin Boyer

238-18 Jenny: That Councilor Doucet be excused until later in the meeting.  
CARRIED

AGENDA:

239-18 McDougall: That the agenda be approved as presented.  
CARRIED

MINUTES:

240-18 Boyer: That the minutes of the regular meeting of November 6<sup>th</sup>, 2018 be approved.  
CARRIED

FINANCIAL REPORTS:

241-18 Jenny: That the financial reports for the month ending November 2018 be acknowledged.  
CARRIED

242-18 Boyer: That Councilor Doucet be acknowledged as present.  
CARRIED

ACCOUNTS PAYABLE:

243-18 Jenny: That the following accounts be approved for payment:

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
M/C	Sask Research Council	Water Samples	\$ 27.56
6086	Acklands Grainger	Maintenance supplies	\$ 38.24
6087	AED Advantage	Defibrillator supplies	\$ 156.31
6088	Joan Boyer	Council Remuneration	\$ 800.00
6089	Canada Post	Office postage	\$ 267.75
6090	Marc Caron	Council Remuneration	\$ 1,260.00
6091	Pauline Doucet	Council Remuneration	\$ 700.00
6092	Derek Jenny	Council Remuneration	\$ 700.00
6093	John Deere Financial	Grader parts	\$ 44.37
6094	Kleen-Bee	Hall supplies	\$ 113.75
6095	Lloyd McDougall	Council Remuneration	\$ 800.00
6096	Meridan Inspections	Permit inspections	\$ 577.50
6097	Minister of Finance	Fire telecomm. PPSTN	\$ 799.20
6098	NAPA Auto Parts	Grader parts	\$ 124.68
6099	Lake Country Co-Op	Fuel / supplies	\$ 1,776.98
6100	Sawchuk Law	Legal fees	\$ 245.58
6101	Munisoft	Computer agreements	\$ 3,274.50
6102	Ainsworth	Ice plant service	\$ 266.18
Direct Dep.	Robin Boyer	Admin Salary	\$ 1,500.00
Direct Dep.	Ryan McCloy	Maint. Salary – Boots	\$ 900.00
6103	Greenland Waste	Waste Collection	\$ 3,405.67
6104	SUMA	Convention Registration	\$ 1,023.75
6105	Village of St. Louis	Utility account write-offs	\$ 874.60
M/C	Paymate Software	Payroll software renewal	\$ 283.50
On-line	Sask Water	Contract Water	\$ 9,132.01
On-line	Sask Tel	Village telephone	\$ 317.72
Direct Deposit	Robin Boyer	Administrator Salary	\$ 2,141.23
Direct Deposit	Ryan McCloy	Maintenance Salary	\$ 1,497.37
6106	MEPP	Pension Remittance	\$ 1,482.54
6107	Receiver General of Canada	Tax Remittance	\$ 1,652.13
6108	SUMA	Benefits Remittance	\$ 390.73
M/C	Sask Research Council	Water Samples	\$ 27.56
Direct	UNPS – Debit Machine	Service fees	\$ 5.55
On-line	Sask Energy	Village Energy	\$ 2,304.41
On-line	Sask Power	Village Power	\$ 5,994.09
6109	AED Advantage	Defibrillator	\$ 1,782.90
6110	Canada Post	Office postage	\$ 22.05

6112	HyPower Systems	Grader Repairs	\$ 252.34
6113	Glen Lewis	Cont. W & S Operator	\$ 231.00
6114	Ainsworth National Refrigeration	Ice Plant service/repair	\$ 1,941.76
6115	RM of St. Louis	Fire Vehicle Insurance	\$ 101.25
6116	St. Louis Fire Department	In-house Training	\$ 3,937.50
M/C	Sask Research Council	Water Samples	\$ 27.56
M/C	Sask Research Council	Water Samples	\$ 27.56
Direct	UNPS – Debit Machine	Service fees	\$ 8.00
6117	Marc Caron	Mileage – water sample	\$ 117.00
6118	Michael Richard	Contract labour	\$ 220.00
Direct	Sask Minister of Finance	EPT – School taxes	\$ 4,775.76
Direct	UNPS – Debit Machine	Service fees	\$ 1.03
		TOTAL	\$58,368.66
		<u>CARRIED</u>	

CORRESPONDENCE:

244-18 Doucet:

That the following correspondence, being read, be filed:

CARRIED

Rn 222 Inc. – Information on radon gas in residential homes and the risk it poses to Canadians.

Young Works Canada – Notice that grant application period is open for summer student program. This is a different program from the one the Village has applied to in past years.

Ministry of Labour Relations and Workplace Safety – Information on O H & S regulations that state all employers, including municipalities must have a harassment policy. The Village currently has employee code of conduct policy in place that addresses harassment.

Saskatchewan Emergency Management – Information on new Emergency Management Plan templates that have been developed for municipalities.

SGEU – Information on municipal authority with respect to zoning for businesses, etc. as the moratorium on the relocation of liquor store permits has been lifted. This means that private liquor stores can buy out the current liquor vendor in a community and convert into a large liquor retailer.

SUMA – Notice of increase in group benefits rates for municipal employees. The Village will see a minor increase in payroll benefits paid to employees.

St. Louis Public School – Invitation for Council and staff to attend Christmas meal on Thursday December 20 at 11:30 AM. Reply is required by December 14.

Redux – Notice on exclusions that are not allowed to be disposed of in the used cooking oil bin adjacent to the St. Louis Skating Rink building.

Wapiti Regional Library – They provided a copy of their proposed budget for 2019.

SRC Lab – Notice that they will be closed the week between Christmas and New Year's but will accept water samples collected and delivered to the lab on Thursday December 27, if someone can drive it there. Ryan will be off that week.

Saskatchewan Housing Corporation – Request for Expression of Interest to propose projects that can solve current and upcoming affordable rental housing gaps in communities.

SUMA – Information on membership and group programs that are offered to municipalities.

Ministry of Finance – Notice that on-line Education Property Tax payment system is changing to a new platform and that our information needs to be updated before December 31, 2018.

Traffic Radar Sign – Monthly stats.

REVIEW OF WATER TREATMENT PLANT READINGS:

245-18 McDougall:

That Council acknowledge the November 2018 Water Treatment Plant readings as being complete and accurate after their review of said documents.

CARRIED

COMPLAINTS RESPONSE REGISTER:

No formal complaints were registered this past month.

OCCUPATIONAL HEALTH & SAFETY:

246-18 Jenny:

That Fine Option Program participants wear a reflective safety vest when performing tasks under the program.

CARRIED

**OLD BUSINESS**

SUMA CONVENTION REGISTRATION:

247-18 McDougall: That Mayor Caron and Councilors Boyer and Doucet be registered to attend the SUMA Convention in Saskatoon February 3 – 6, 2019 and that hotel accommodations be made.  
CARRIED

PROPERTY SHUT-OFF VALVE – OBSESSION GREENHOUSES:

Council discussed the issue, noting that it will be re-visited in the spring when property boundaries can be determined and a formal request is made to Council.

**NEW BUSINESS**

VISITOR – RYAN McCLOY:

Maintenance Foreman Ryan unable to attend as he was dealing with an issue with a sewer main at the time.

2019 MAINTENANCE FOREMAN SALARY:

248-18 Jenny: That the Maintenance Foreman’s annual salary be increased by 5% effective January 1, 2019 to \$38,285.  
CARRIED

2019 ADMINISTRATOR SALARY:

Deputy Mayor Joan Boyer declared a conflict of interest and removed herself from discussion of this item.

249-18 McDougall: That the Administrator’s annual salary be increased by 4% for 2019 to \$64,870.  
CARRIED

2019 MEETING TIMES & DATES:

250-18 Doucet: That all regular meetings of Council be held on the second Tuesday of every month at 4 PM for 2019.  
CARRIED

2019 COUNCIL REMUNERATION:

251-18 Boyer: That the 2019 remuneration for the Mayor remain at \$140.00 per meeting and at \$100.00 per meeting for all Councilors.  
CARRIED

2019 MILEAGE RATE:

252-18 Doucet: That the 2019 mileage rate payable be set at \$0.48 per kilometer for Council or employee travel.  
CARRIED

2019 MEAL ALLOWANCE:

253-18 McDougall: That the 2019 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

2019 CASUAL LABOUR RATE:

254-18 Jenny: That the 2019 rate for casual contract labour hired by the Village be set at \$15.00 per hour.  
CARRIED

2019 FEES FOR SERVICES:

255-18 McDougall: That the following rates for services be applied in 2019:

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	Adjusted as per presented price grid

RV Park Rates \$15/day, \$75/week  
CARRIED

ORGANIZATIONAL APPOINTMENTS FOR 2019:

256-18 McDougall: That the following members be appointed to the following Board positions for 2019:

**Board**

Recreation Board  
Skating Rink Board  
Curling Rink Board  
Fire Department Board  
Fire Chief  
Deputy Fire Chief  
Library Board  
Deputy Mayor  
Development Permit Advisor  
Development Appeals Board

**Member**

Pauline Doucet  
Derek Jenny  
Marc Caron  
Lloyd McDougall  
James Brake  
Mike Rancourt  
Joan Boyer  
Joan Boyer  
All Council  
Claude Tournier, Lynn  
Regnier, Pauline Boutin  
Meyers, Norris & Penny  
Meridian Surveys  
Nicole Sawchuk  
Riverside Agencies  
Evans 8 Contracting  
Catterall & Wright  
Marc Caron  
R. M. Council / Administrator  
Pauline Doucet  
Joan Boyer  
Michael Rancourt

Village Auditors  
Village Surveyors  
General Solicitor  
Fire Insurance Agent  
Village Contractor  
Village Engineer  
Sask Water Rate Review Board  
Board of Revision / Secretary  
EMO Planning Committee  
Emergency Planning Coordinator  
Deputy Emergency Planning Coordinator  
CARRIED

UNCOLLECTIBLE UTILITY ACCOUNTS:

257-18 Boyer: That uncollectible utility accounts, as presented, be written off and forwarded to collections.  
CARRIED

ADMINISTRATOR / MAINTENANCE VACATIONS DAYS:

258-18 Jenny: That the Administrator vacation days request be approved as per the presented list and that the Village Office be closed for those days and that the Maintenance vacation days request be approved and Michael Richard be hired to perform maintenance duties on an on-call basis.  
CARRIED

YEAR-END BANK ACCOUNT TRANSFERS:

259-18 McDougall: That the Administrator transfer year-end budgeted amounts from the General account to the following accounts:  
Lagoon Surplus \$30,802.27  
Fire Department Training TBD at year end  
CARRIED

TAX ARREARS AMOUNT TO INCLUDE ON UNPAID LIST:

260-18 Boyer: That only tax accounts with the entire previous years levy outstanding be added to the unpaid list and that properties with tax liens not be added.  
CARRIED

DEFIBRILLATORS:

261-18 Doucet: That a new defibrillator be purchased from AED Advantage and be permanently placed at the River's Edge Villa Care Home and that a funding request letter be forwarded to the St. Louis Lions Club for possible financial support of the purchase.  
CARRIED

SENIOR HOCKEY SKATING RINK REQUEST:

262-18 McDougall: That the Rink building be made available as per the request provided that all Skating Rink Board conditions and usage rate can be agreed upon.  
CARRIED

MISCELLANEOUS ITEMS:

Minor discussion took place on the following items:  
- Fire Department Service levels  
- Fire Department use of Shop, fueling of trucks

- Term deposit
- Electric sewer snakes
- Local Housing budget request for ditch / culvert repairs on Riverside Drive
- Hall flooring quotes
- In Motion Program
- Christmas Dinner

263-18 McDougall: That Fire Department Service levels be set at level 2.  
CARRIED

264-18 Boyer: That the term deposit with Affinity Credit Union be locked into a 2 or 3 year term that will get the best interest rate.  
CARRIED

265-18 Doucet: That prices for a mid-level sewer electric sewer snake be sourced and provided to Council at a later meeting.  
CARRIED

266-18 McDougall: That Louis Lavergne be contacted for a quote on flooring replacement at the St. Louis Hall.  
CARRIED

ADJOURN:

267-18 Mayor Caron: That this meeting adjourn.  
CARRIED

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Mayor

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Administrator