

A REGULAR MEETING OF
 THE VILLAGE OF ST. LOUIS
 HELD IN THE COMMUNITY HALL
 DECEMBER 8, 2021

CALL TO ORDER:

The meeting was called to order at 4:30 P.M. by the Mayor.

ATTEND:

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

235-21 Boettcher: That Council member Paul be excused until later in the meeting.
CARRIED

AGENDA:

236-21 J. Jenny: That the agenda be approved as presented and amended to remove the visitor at 4:45 PM.
CARRIED

237-21 J. Jenny: That council member Paul be acknowledged as present.
CARRIED

MINUTES:

238-21 Boettcher: That the minutes of the regular meeting of November 10th, 2021 be approved.
CARRIED

FINANCIAL REPORTS:

239-21 Paul: That the financial reports for the month ending November 2021 be acknowledged.
CARRIED

ACCOUNTS PAYABLE:

240-21 S. Jenny: That the following accounts be approved for payment:

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
6976	Associated Fire Safety	Fire Dep't PPE Boots	\$ 610.50
6977	Tristen Boettcher	Council Remuneration	\$ 600.00
6978	Canada Post	Office / W & S Postage	\$ 100.51
6979	Marc Caron	Council Remuneration	\$ 700.00
6980	Jennifer Jenny	Council Remuneration	\$ 500.00
6981	Shane Jenny	Council Remuneration	\$ 200.00
6982	John Deere Financial	Grader Tire Chains	\$ 915.75
6983	Lakeland Fire & Safety	Fire Dep't PPE Boots	\$ 472.50
6984	Munisoft	Equip/Software Maintenance	\$ 3,529.80
6985	Ainsworth National Ref.	Ice plant service & repair	\$ 3,936.77
6986	Lake Country Co-Op	Maintenance fuel	\$ 1,827.55
6987	Janelle Paul	Council Remuneration	\$ 600.00
6988	P & M Tire Repair	Grader Flat repair	\$ 263.63
6989	Nicole Sawchuk	Legal Fees	\$ 453.38
6990	VOIDED DURING PRINT PROCESS		
6991	Saskatchewan Research Council	Water samples	\$ 1,154.46
6992	Theoret Enterprises	Road Gravel	\$ 596.45
6993	Xylem Canada	SPS repair parts	\$ 499.62
6994	Saskatchewan Research Council	Water samples	\$ 82.68
6995	Trumier Electric	Recreation light repairs	\$ 555.29
On-line	Collabria Mastercard	Paymate Software Renewal	\$ 299.25
On-line	SUMA	Dog license tags 2022	\$ 169.40
6996	Marc Caron	Sask Water Meeting Expenses	\$ 176.40
Direct Dep.	Robin Boyer	Admin Salary/Mileage	\$ 1,536.40
Direct Dep.	Ryan McCloy	Maintenance Salary	\$ 1,000.00
On-line	Sask Tel	Village telephone services	\$ 347.76
6997	Access Tire	Maintenance truck tires	\$ 1,353.00
6998	Greenland Waste	Waste Collection / Recycle Rebate	\$ 1,296.28
6999	Lake Country Co-Op	Maintenance / W & S supplies	\$ 53.35
7000	St. Louis Fire Department	In-House Training July – Dec	\$ 5,160.00
On-line	Sask Energy	Village Energy	\$ 2,756.36
Direct	UNPS Debit Machine	Service fees / charges	\$ 5.55
Direct Deposit	Robin Boyer	Admin Salary	\$ 2,448.97
Direct Deposit	Ryan McCloy	Maintenance Salary	\$ 1,469.76
On-line	MEPP	Pension Remittance	\$ 1,594.80
7001	Receiver General of Canada	Tax Remittance	\$ 1,788.70
On-line	SUMA	Benefits Remittance	\$ 352.35
On-line	Sask Water	Contract Water	\$ 9,096.30

On-line	Sask Power	Village Power	\$ 5,953.68
On-line	Collabria Mastercard	W & S repair parts BA Robinson	\$ 127.65
7002	Marc Caron	Grader parts freight mileage	\$ 156.00
7003	Glen Lewis	Contracted W & S Operator	\$ 189.00
7004	Michael Richard	Contract Lab/Water repairs	\$ 865.60
7005	Saskatchewan Research Council	Water sampling	\$ 82.68
Direct	UNPS / First Data	Debit Machine Fees	\$ 8.00
Direct	Minister of Finance – EPT	School taxes collected	\$ 6,810.92
Direct	UNPS / First Data	Debit Machine Fees	\$ 0.95
		TOTAL	\$62,698.00
		<u>CARRIED</u>	

CORRESPONDENCE:

241-21 S. Jenny:

That the following correspondence, being read, be filed:

CARRIED

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

Municipalities of Saskatchewan – Notice of new monthly premium rates and various insurance plan changes for group insurance benefits beginning January 1, 2022.

UMAAS – Information on Spring 2022 Workshop on “Dealing with Difficult Conversations”. Will be held in Prince Albert on March 24, 2022 for a cost of \$150.00. Quarterly Newsletter received.

Technical Safety Authority – Notice that they will be taken over the inspection of Plumbing Permits from the Saskatchewan Health Authority early in 2022.

Saskcon Repair Services Ltd. – \$5,000 donation to the Village to help provide improvements to park areas adjacent to culvert replacement project.

Affinity Credit Union – Renewal notification for Tendered Plan Relationship of accounts. Require Council approval to enter into a 2 year relationship, which includes interest paid to and no service charges on the Village Business Chequing account.

Sask Parks Culture & Sport – Notice successful registration and payment of the Community Rink Affordability Grant that provided \$2,500 to each the Skating Rink and Curling Rink for the 2021-22 operating season.

Water Security Agency – Lagoon Compliance Inspection Report.

Publications Saskatchewan – Information on requirements for advertising Assessment Roll for 2022.

Sawchuk Law – Update on Bylaw enforcement issue before the courts.

Saskatchewan Research Council Lab – Notice of holiday hours for water sampling requirements.

Ministry of Government Relations – Information on new legislation and regulations around Building Code and Building Bylaws.

St. Louis Historical Society – Requesting Donation for fencing for walking portion of old traffic bridge.

Traffic Radar Sign – Monthly stats.

242-21 S. Jenny:

That agreement with Affinity Credit Union be renewed as presented.

CARRIED

243-21 Boettcher:

That the Lagoon Compliance Inspection Report be acknowledged as presented.

CARRIED

244-21 Paul:

That a Council member or employee be paid mileage to deliver the required water sample to the Saskatchewan Research Council Lab in Saskatoon on December 28, 2021.

CARRIED

245-21 J. Jenny:

That the request from the St. Louis Historical Society be considered during the 2022 Budget process.

CARRIED

REVIEW OF WATER TREATMENT PLANT READINGS:

246-21 Boettcher:

That Council acknowledge the November 2021 Water Treatment Plant readings as being complete and accurate after their review of said documents.

CARRIED

COMPLAINTS RESPONSE REGISTER:

No formally submitted complaints this month.
CARRIED

OCCUPATIONAL HEALTH & SAFETY:

No relevant issues were brought forward at this time.

OLD BUSINESS

EMPLOYEE SICK TIME / LIEU TIME / VACATION TIME ACCRUALS:

247-21 Boettcher: That all lieu time accruals be approved for use prior to year-end as per the presented request list.
CARRIED

248-21 Paul: That Michael Richard cover Water Plant testing on days that Maintenance is away over the holiday season.
CARRIED

249-21 S. Jenny: That the St. Louis Office be closed on December 24, 28 & 29 and be closed to the public on January 4 & 5, 2022 to complete year end processing.
CARRIED

250-21 J. Jenny: That the Regular Meeting of Council be temporarily suspended to allow Council to complete Employee Evaluations.
CARRIED

251-21 Paul: That the Regular Meeting of Council be resumed at the point of New Business as presented on the amended Meeting Agenda.
CARRIED

NEW BUSINESS

2022 MAINTENANCE FOREMAN SALARY:

252-21 J. Jenny: That the Maintenance Foreman's annual salary be increased by 2.5% effective January 1, 2022 and that an annual \$100 clothing/boot allowance be provided for in January of each year.
CARRIED

2022 ADMINISTRATOR SALARY:

253-21 J. Jenny: That the Administrator's annual salary be increased by 2.5% effective January 1, 2022.
CARRIED

2022 MEETING TIMES & DATES:

254-21 S. Jenny: That all regular meetings of Council be held on the second Wednesday of every month at 4:30 PM for 2022.
CARRIED

2022 COUNCIL REMUNERATION:

255-21 Paul: That the 2022 remuneration for the Mayor remain at \$140.00 per meeting and at \$100.00 per meeting for all Councilors.
CARRIED

2022 MILEAGE RATE:

256-21 S. Jenny: That the 2022 mileage rate remain at \$0.52 per kilometer for Council or employee travel.
CARRIED

2022 MEAL ALLOWANCE:

257-21 Boettcher: That the 2022 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

2022 CASUAL LABOUR RATE:

258-21 Paul: That the 2022 rate for casual contract labour hired by the Village be set at \$15.00 per hour and at \$20 per hour for Michael Richard.
CARRIED

2022 FEES FOR SERVICES:

259-21 Paul: That the following rates for services be applied in 2022:

Custom Work	\$80.00/hour
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NSF cheques	Charged at bank service fee rate
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
<u>CARRIED</u>	

ORGANIZATIONAL APPOINTMENTS FOR 2022:

260-21 J. Jenny: That the following members be appointed to the following Board positions for 2022:

Board	Member
Recreation Board	Janelle Paul
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	Tristen Boettcher
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	Administator (temporary)
Emergency Planning Coordinator	Open
Deputy Emergency Planning Coordinator	
<u>CARRIED</u>	

261-21 J. Jenny: That Council member Tristen Boettcher be appointed as Deputy Mayor for the Village of St. Louis effective for the 2022 calendar year, and

That Deputy Mayor Tristen Boettcher have all the responsibilities and perform all the duties of Deputy Mayor effective January 1, 2022 and for the 2022 calendar year, including the third signing authority for all municipal accounts and documents, and

That Deputy Mayor Tristen Boettcher be added to signing authority with Affinity Credit Union and that former Deputy Mayor and Council member Janelle Paul be removed as signing authority for all municipal accounts.

CARRIED

MHI – PROVINCIAL HIGHWAY TRANSFER AGREEMENT / SEWER MAIN:

Council was given an update on the Ministry of Highways culvert replacement project and how it affects the Village.

ICIP FUNDING APPLICATION:

262-21 S. Jenny: That the Village apply to the ICIP Grant Program for funding for ice plant upgrades during the January 11, 2022 intake deadline.

CARRIED

Council member Jennifer Jenny excused herself form the meeting.

UTILITY ACCOUNTS TRANSFER TO TAXES:

263-21 Boettcher: That the unpaid utility accounts as presented be added to tax rolls of the properties on February 20, 2022 and that registered letter correspondence be provided to the account holders and property owners by January 20, 2022.

CARRIED

Council member Jennifer Jenny returned to meeting.

YEAR-END BANK ACCOUNT TRANSFERS:

264-21 S. Jenny: That the following transfers be completed on Village bank accounts for year-end:

From General account to Fire Training / Call-out account - \$ 9,497.75

From General account to Gas Tax Fund account - \$ 38,515.46

CARRIED

PUBLIC DISCLOSURE ANNUAL DECLARATION:

265-21 Boettcher: That Public Disclosure Annual Statement for Council member Shane Jenny be acknowledged as complete, as submitted.

CARRIED

MUNICIPAL REVENUE SHARING DECLARATION:

266-21 J. Jenny: 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 2020 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2020 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

MISCELLANEOUS ITEMS:

Minor discussion took place on the following items:

E-transfer of funds received form Prince Albert Minor Hockey to Skating Rink account.

Snow Clearing Priority List

Controlled Burn request – Lynn Regnier

267-21 S.Jenny: That approval be given for the e-transfer of \$5,670 from the Village General account to the Skating Rink account for revenues received via e-transfer to the Village General account from Prince Albert Minor Hockey for ice rental.

CARRIED

268-21 J.Jenny: That Mayor Caron discuss a potential controlled burn by the Fire Department for a brush pile on the river bank off of # 248 Riverside Drive.

CARRIED

ADJOURN:

269-21 Mayor Caron: That this meeting adjourn.

CARRIED

Mayor

Administrator