

A REGULAR MEETING OF  
THE VILLAGE OF ST. LOUIS  
HELD IN THE VILLAGE OFFICE  
FEBRUARY 12, 2019

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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 Joan Boyer, Derek Jenny, Lloyd McDougall, Pauline Doucet and Administrator Robin Boyer

AGENDA:

25-19 Jenny: That the agenda be approved as presented.

CARRIED

26-19 Jenny: That meeting documents be forwarded to Council via e-mail in the future.

CARRIED

MINUTES:

27-19 McDougall: That the minutes of the regular meeting of January 8<sup>th</sup>, 2019 be approved.

CARRIED

FINANCIAL REPORTS:

28-19 Doucet: That the financial reports for the month ending January 2019 be acknowledged.

CARRIED

ACCOUNTS PAYABLE:

29-19 Jenny: That the following accounts be approved for payment:

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
6136	Joan Boyer	SUMA Conv. Expense	\$ 240.00
6137	Derek Jenny	SUMA Conv. Expense	\$ 369.60
M/C	Sask Research Council	Water Samples	\$ 27.56
M/C	Sask Research Council	Water Samples	\$ 27.56
M/C	Travelodge Saskatoon	SUMA Conv. Hotel	\$ 329.28
M/C	Travelodge Saskatoon	SUMA Conv. Hotel	\$ 329.28
Direct Deposit	Robin Boyer	Admin. Salary	\$ 1,500.00
Direct Deposit	Ryan McCloy	Maintenance Salary	\$ 1,000.00
6138	Brandt Tractor	Grader parts	\$ 399.74
6139	Canada Post	Postage	\$ 438.38
6140	D & M Fire Safety Systems	Hall Fire suppression	\$ 144.38
6141	Hypower Systems	Grader parts	\$ 121.88
6142	Minister of Finance – PPSTN	Fire telecommunications	\$ 1,072.26
6143	MNP LLP	Audit installment	\$ 5,638.12
6144	NAPA Auto Parts	Grader parts	\$ 99.89
6145	Lake country Co-Op	Equipment oil / supplies	\$ 345.70
6146	Queen's Printer	Legislation updates	\$ 262.50
6147	Ruszkowski Enterprises	Sand/salt material	\$ 782.40
6148	SAMA	Assessment services	\$ 5,262.00
6149	SPRA	2019 Membership	\$ 50.00
6150	Roger Topping	Grader Repairs	\$ 300.00
6151	The Wakaw Recorder	Tax Listing ad	\$ 191.10
6152	Wapiti Regional Library	2019 Grant installment	\$ 3,297.17
6153	Sask Workers' Compensation	2019 Premium installment	\$ 558.41
6154	Greenland Waste	Waste collection service	\$ 3,051.62
6155	John Deere Financial	Grader lights	\$ 88.74
6156	Lake Country Co-Op	Fuel	\$ 1,170.50
On-line	Sask Water	Water contract	\$ 9,700.23
6157	Anderson Pumphouse	Hall repair supplies	\$ 218.53
6158	Sask Power	Custom work – lights	\$ 266.09
M/C	Sask Research Council	Water Samples	\$ 27.56
On-line	Sask Tel	Village telephone	\$ 252.15
On-line	Sask Energy	Village energy	\$ 3,380.35
On-line	Sask Power	Village Power	\$ 5,104.33
Direct	UNPS / Debit Machine	Service charges	\$ 5.55
M/C	Sask Research Council	Water Samples	\$ 27.56
Direct Deposit	Robin Boyer	Administrator Salary	\$ 2,016.90
Direct Deposit	Ryan McCloy	Maintenance Salary	\$ 1,390.86
6159	MEPP	Pension Remittance	\$ 1,547.32

6160	Receiver General of Canada	Tax Remittance	\$ 2,518.95
6161	SUMA	Benefits Remittance	\$ 390.73
6162	Glen Lewis	Contracted W & S Oper	\$ 189.00
Direct	UNPS / Debit Machine	Service charges	\$ 8.00
Direct	Sask Minister of Finance	EPT – School taxes	\$ 422.33
Direct	UNPS / Debit Machine	Service charges	\$ 0.90
		<b>TOTAL</b>	<b>\$54,630.18</b>
		<b><u>CARRIED</u></b>	

**CORRESPONDENCE:**

30-19 Boyer:

That the following correspondence, being read, be filed:

**CARRIED**

**B & B Enforcement Services** – Information on Bylaw and Building services that this company can provide for the Village. They are contracted to work for the RM of St. Louis for Bylaw enforcement.

**River Road Festival** – Requested a confirmation of in-kind support of website and Newsletter advertising in order to access a Heritage Canada Grant. The same was provided last year and a confirmation notice was completed for the Festival to submit to Heritage Canada.

**SAMA** – Notice of Annual Meeting Wednesday April 10, 2019 at the Delta Hotel in Regina.

**Government of Saskatchewan** – Confirmation of receipt of our Infrastructure Investment Plan to repair street and sidewalks with funding from the Gas Tax Fund.

**Ministry of Labour Relations and Workplace Safety** – Requesting feedback on a proposed amendment to *The Workers' Compensation Act, 2013* to expand occupational disease presumption to include volunteer firefighters.

**MEPP** – Notice that a new on-line system will be launched this spring to administer the Employee Pension Plan. The Village will be required to submit all monthly remittance forms and payments on line, through this system. A minor change in our payment system from cheque to EFT payment will be required.

**Sask Power** – Provided the Village with information respecting the application/approval process to install attachments (Christmas lights and decorations) on Sask Power facilities.

**CECS** – Information of Green energy forum being hosted on March 9 at the St. Denis Community Hall. The presentation on solar energy will contain information on converting municipal facilities to green energy and uses power data from St. Louis facilities.

**PITCH-IN Canada** – Information on Pitch-In Week, April 22 -29. The Village can register a clean-up project and receive free PITCH-IN Week recycling and waste removal bags. We must register by February 15 to receive the bags.

**RM of St. Louis** – Provided an update to the funding available in the Fire Department equipment repair and replacement account that generates revenues from the fee charged for the call-out of fire vehicles to incidents. There is currently \$25,689.62 after the first 2 years of our new agreement with the RM. These funds are used for service and repair of the fire fleet and for capital replacement of vehicles and equipment.

**SPRA** – Information on Communities in Bloom Program.

**Provincial EOC** – Information on the Civic Address Registry for Saskatchewan Emergency Services. The Village is registered and has provided civic address information to the program a few years back.

**MNP** – Provided copy of the Audit Service Plan for the year ended December 31, 2018.

**A & R Hydrant Repairs Ltd.** – Informational brochure.

**Robin Humm** – Service station expense submitted to Council for Roto Rooter charges to thaw frozen sewer line at Village sewer main.

**Ministry of Government Relations** – Request for information pertaining to any contracts or procurements made under the New West Partnership Trade Agreement (NWPTA) by the Village.

**FCM** – Requesting an optional contribution to a travel fund in the amount of \$21.19. Funds are used by elected officials from small communities in FCMs National Board of Directors.

**Traffic Radar Signs** – Monthly stats.

31-19 McDougall:

That in-kind advertising support be offered to the River Road Festival as part of their grant application with Heritage Canada.

**CARRIED**

- 32-19 McDougall: That Roto Rooter expense to thaw sewer main at service station be reimbursed to resident.  
CARRIED
- 33-19 Boyer: That the Village register a clean-up day with Pitch-In Canada for April and contact the school about participating.  
CARRIED
- 34-19 Jenny: That approval be granted for the joint purchase of a Fire Engine with the RM of St. Louis with funding from the joint service call-out account held by the RM of St. Louis in the amount of \$10,000.  
CARRIED

REVIEW OF WATER TREATMENT PLANT READINGS:

- 35-19 Doucet: That Council acknowledge the January 2019 Water Treatment Plant readings as being complete and accurate after their review of said documents.  
CARRIED

COMPLAINTS RESPONSE REGISTER:

No formal complaints received this month.

OCCUPATIONAL HEALTH & SAFETY:

No relevant safety issues or concerns.

**OLD BUSINESS**

GG RURECONDEV INC. SERVICE AGREEMENT:

Council updated on the status of this item.

ASSET MANAGEMENT UPGRADE PRIORITIES:

- 36-19 Boyer: That the Village prioritize the capital assets, for inclusion in the Asset Management Plan, as follows:  
Water / Sewer Infrastructure  
Roads / Alleys  
Equipment / Vehicles  
Office technology  
Buildings / Facilities / Parks / Greenspaces  
Land;  
and that a short-term priority be placed on a new Fire Hall building  
CARRIED

HALL FLOOR REPLACEMENT:

- 37-19 Doucet: That the floor in the Community Hall kitchen be replaced as per the quote from ET Flooring and Nor-Pine Construction and that consideration be given to installing deadbolts in the main entrance doors at the Community Hall.  
CARRIED

PDAP PROJECT – GOLDER ENGINEERING WORKPLAN:

Council updated on the status of this item.

**NEW BUSINESS**

ASSESSMENT CHANGES:

Council provided information on assessment charges for 2019 as a result of annual maintenance and notified that the assessment roll will be open from February 15, 2019 to March 22, 2019.

DRAFT BUDGET & 5 YEAR CAPITAL PLAN:

Council given copies of documents for review and comments.

BASE TAX AMOUNTS FOR LAND / IMPROVMENTS:

Council given copies of documents for review and comments.

TRANSFER UTILITY ARREARS TO TAXES:

- 38-19 Doucet: That all utility accounts, as per the presented list, that remain over \$1,000 on March 1, 2019 be transferred to the tax accounts for those properties.  
CARRIED

RESOLUTION FOR FIRE DEPARTMENT BANK SIGNING CHANGES:

39-19 Jenny: That the Village acknowledge that Michael Rancourt has stepped down as Deputy Fire Chief and that Cory Linfitt be appointed Deputy Fire Chief and that all required banking information for the Fire Department be updated accordingly, to allow for Cory Linfitt to have signing authority in place of Michael Rancourt.  
CARRIED

TAX LIEN ON PROPERTY:

40-19 McDougall: That this item be tabled until the next meeting of Council to allow Administrator to contact the property owner.  
CARRIED

DOG OWNERSHIP LETTER:

41-19 Boyer: That a notice letter be sent to all dog owners outlining the responsibilities of dog ownership in an urban setting.  
CARRIED

CAT PROBLEMS:

42-19 Doucet: That a note be placed in the Community Newsletter regarding concerns over stray cats in the community.  
CARRIED

NEWSLETTER FUTURE:

43-19 Doucet: That the Newsletter revert back to the prior system of relying on donations to cover expenses and that fees for submitting any type of ad be discontinued.  
CARRIED

TRANSFER 2018 FIRE DEPARTMENT SURPLUS FROM GENERAL ACCOUNT TO FIRE ACCOUNT:

44-19 Jenny: That \$5,693.48 be transferred from the General Account to the Fire Equipment and Training Account in respect of the 2018 surplus from Budget.  
CARRIED

MISCELLANEOUS ITEMS:

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

Snow removal  
Community Hall furnace and water leak repairs  
Administrator vacation and

45-19 McDougall: That the Administrator be approved for time in lieu on February 20 and vacation days February 21 & 22, 2019.  
CARRIED

46-19 McDougall: That Jeff Vandale be sent a letter outlining concerns with snow piles.  
CARRIED

ADJOURN:

47-19 Mayor Caron: That this meeting adjourn.  
CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator