

A REGULAR MEETING OF
THE VILLAGE OF ST. LOUIS
HELD IN THE ST. LOUIS VILLAGE OFFICE
NOVEMBER 6, 2024

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 Tristen Boettcher, Jennifer Jenny, Shane Jenny, Janelle Paul and Administrator Robin Boyer

AGENDA:

242-24 J. Jenny: That the agenda be approved as presented.

CARRIED

MINUTES:

243-24 S. Jenny: That the minutes of the regular meeting of October 8th, 2024 be approved.

CARRIED

FINANCIAL REPORTS:

244-24 Boettcher: That the financial reports for the month ending October 2024 be acknowledged.

CARRIED

ACCOUNTS PAYABLE:

245-24 Paul: That the following accounts be approved for payment:

| <u>CHECK #</u> | <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|----------------|-------------------------------|----------------------------------|---------------|
| 7712 | Acklands Grainger | Emergency Plan supplies | \$ 76.12 |
| On-line | ACU Mastercard | ISC Services deposit | \$ 300.00 |
| 7713 | Brandt Tractor | Grader chains | \$ 2,244.76 |
| 7714 | Canada Post | Office / W&S Postage | \$ 159.20 |
| 7715 | C Bre Electric | SPS repair | \$ 310.25 |
| 7716 | C & D Septic | SPS , Park cleaning | \$ 1,491.00 |
| 7717 | Clartech Industries | Water testing chemicals | \$ 198.36 |
| 7718 | Jennifer Jenny | Council Remuneration | \$ 600.00 |
| 7719 | Shane Jenny | Council Remuneration | \$ 400.00 |
| 7720 | John Deere Financial | Maintenance equipment repairs | \$ 567.82 |
| 7721 | MacBeeners | Hall & Skating Rink supplies | \$ 498.03 |
| 7722 | Ainsworth National | Ice plant start-up | \$ 626.04 |
| 7723 | Lake Country Co-Op | Maintenance supplies / fuel | \$ 2,579.57 |
| 7724 | Janelle Paul | Council Remuneration | \$ 500.00 |
| 7725 | Roto-Rooter | Sewer main service | \$ 366.52 |
| 7726 | SGI | Maintenance truck insurance | \$ 1,288.06 |
| 7727 | Saskatchewan Research Council | Water sampling | \$ 101.58 |
| 7728 | Wakaw Recorder | Election Notice advertising | \$ 355.00 |
| 7729 | MacBeeners | Sewer Chemicals | \$ 497.50 |
| 7730 | Saskatchewan Research Council | Water/Lagoon sampling | \$ 456.75 |
| Direct Dep. | Robin Boyer | Admin Salary/Mileage | \$ 1,538.50 |
| Direct Dep. | Ryan McCloy | Maintenance Salary | \$ 1,200.00 |
| On-line | Sask Water | Contracted water | \$11,114.59 |
| On-line | Sask Tel | Village telephone services | \$ 271.94 |
| 7731 | Joan Boyer | Election worker | \$ 380.00 |
| 7732 | The Clean Team | Range hood cleaning – hall/rink | \$ 555.00 |
| 7733 | Barb Daniel | Election worker | \$ 400.00 |
| 7734 | Greenland Waste | Waste collection services | \$ 2,787.31 |
| 7735 | Village of St. Louis | Uncollectible utility write-off | \$ 170.40 |
| On-line | ACU Mastercard | Water plant gen / grader repairs | \$ 176.22 |
| 7736 | Provincial Mediation Board | Tax enforcement | \$ 40.00 |
| 7737 | RM of St. Louis No. 431 | Fire vehicle insurance | \$ 13.88 |
| Direct | First Data | Debit Machine Fees | \$ 5.55 |
| On-line | Sask Energy | Village energy | \$ 1,819.18 |
| Direct Deposit | Robin Boyer | Admin Salary/Mileage/Elections | \$ 2,932.16 |
| Direct Deposit | Ryan McCloy | Maintenance Salary | \$ 1,547.82 |
| On-line | MEPP | Pension Remittance | \$ 1,808.84 |
| 7738 | Receiver General of Canada | Tax Remittance | \$ 2,604.08 |
| On-line | SUMA | Benefits Remittance | \$ 432.55 |
| On-line | Sask Power | Village power | \$ 7,645.72 |
| 7739 | Glen Lewis | Contract labour – W & S Oper. | \$ 361.20 |
| Direct | UNPS First Data | Debit Machine fees | \$ 8.00 |
| Direct | Minister of Finance EPT | School Taxes collected | \$ 3,386.36 |

| | | | |
|--------|------|----------------|-------------|
| Direct | UNPS | Debit machine | \$ 0.58 |
| | | <u>TOTAL</u> | \$54,816.44 |
| | | <u>CARRIED</u> | |

CORRESPONDENCE:

246-24 S. Jenny:

That the following correspondence, being read, be filed:
CARRIED

Saskatchewan Housing Corporation – Notice of municipal operating surplus share of 5% for 2023 was \$227.04

Sask Rivers School Division– Monthly Board Highlights Newsletter.

Western Municipal Consulting – Feedback survey request for information respecting assessment appeals and the 2025 re-valuation year.

National Police Federation – Updated survey information respecting RCMP services and the Saskatchewan Marshall Service.

Sask Energy – Information on proposed maintenance work for 2025 and request for any additional information respecting the Anglican Diocese Cemetery parcel adjacent to Highway #25.

Munisoft– Listing of software and equipment subject to annual Software Service Agreement and Equipment Maintenance Agreement.

Canada Summer Jobs Program – Notice that grant application period for summer 2025 program is open November 18 – December 19, 2024.

Landworks Civil Engineering – Letter outlining services.

Traffic Radar Sign – Monthly stats.

247-24 Boettcher:

That the Canada Summer Jobs Program be applied to for a summer 2025 maintenance worker.

CARRIED

REVIEW OF WATER TREATMENT PLANT READINGS:

248-24 J. Jenny:

That Council acknowledges the October 2024 Water Treatment Plant readings as being complete and accurate after their review of said documents.

CARRIED

COMPLAINTS RESPONSE REGISTER:

249-24: Paul:

That Council acknowledges the registered complaint and the action taken in response as outlined in the Complaint Register.

CARRIED

OCCUPATIONAL HEALTH & SAFETY:

No concerns brought forward this month.

OLD BUSINESS

FIREHALL PROJECT:

Council was provided an update on the status of the Firehall project, noting that Fire Committee was waiting on finalized quote from Zak's Building Centre for review and recommendation.

POLICY MANUAL:

250-24 Boettcher:

That the Comprehensive Policy Manual be authorized as presented to be used as a reference guide for general operations of the municipality.

CARRIED

251-24 J. Jenny:

That Policy GG-001 respecting the establishment of the Comprehensive Policy Manual be approved as presented

CARRIED

252-24 S. Jenny:

That Policy GG-002 respecting policy development and approval be approved as presented

CARRIED

UTILITY SERVICES REQUEST:

253-24 Boettcher:

That a response letter be provided outlining conditions that would be required of customer in order to provide municipal utility services at the requested location.

CARRIED



BYLAW ENFORCEMENT SERVICES:

254-24 Paul: That Council acknowledges that B & B Enforcement Services will no longer be able to provide municipal bylaw enforcement services.
CARRIED

NEW BUSINESS

EMPLOYEE VACATION / SICK TIME / LIEU TIME ACCRUALS:

255-24 J. Jenny: That the report on current employee vacation, sick time and lieu time accruals be accepted as presented.
CARRIED

TRANSFERS TO ACCOUNTS, RE: 2024 BUDGET:

256-24 Paul: That the following internal account transfers be completed as outlined in the 2024 operating and capital budget and that the Fire Call-out account be used as the Fire Hall Savings account:

Capital Savings to General Operating - \$77,140
Fire Call-out to General Operating - \$30,000
General Operating to Fire Hall Savings – 163,778
CARRIED

UNCOLLECTIBLE UTILITIES:

257-24 Boettcher: That the following uncollectible utility account be written off:

0612 0030 [REDACTED] \$170.40
CARRIED

MISCELLANEOUS ITEMS:

Minor discussion took place on the following items:

E-transfer of skating rink funds from municipal to skating rink account.
Administrator vacation day November 12, 2024.
Use of credit card for Skating Rink Concession supplies ordering.

258-24 S. Jenny: That approval be granted for the e-transfer of \$780 of Skating Rink revenue from the General operating account to the Skating Rink account.
CARRIED

259-24 Paul: That the Administrator be approved for a vacation day to be used on Tuesday November 12, 2024.
CARRIED

ADJOURN:

260-24 Mayor Caron: That this meeting adjourn.
CARRIED

Mayor

Administrator