A REGULAR MEETING OF
THE VILLAGE OF ST. LOUIS
HELD IN THE COMMUNITY HALL
DECEMBER 6, 2023_____

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, Janelle Paul and Administrator Robin Boyer

251-23 Boettcher: That Council member Shane Jenny be excused from this meeting due to work commitments.
CARRIED

AGENDA:
252-23 J. Jenny: That the agenda be approved as presented.
CARRIED

MINUTES:
253-23 Paul: That the minutes of the regular meeting of November 8th, 2023 be approved.
CARRIED

FINANCIAL REPORTS:
254-23 Boettcher: That the financial reports for the month ending November 2023 be acknowledged.
CARRIED

ACCOUNTS PAYABLE:
255-23 J. Jenny: That the following accounts be approved for payment:

CHECK #	PAYEE	DESCRIPTION	AMOUNT
On-line	Affinity CU Mastercard	Hall supplies – coffee urn	$ 99.89
7516	Acklands Grainger	Maintenance supplies	$ 18.54
7517	AED Advantage	Curling rink defibrillator supplies	$ 436.20
7518	Applied LP	Maintenance equip repair	$ 112.30
7519	P A Aquifer	Truck fill repair parts	$ 323.23
7520	Tristen Boettcher	Council remuneration	$ 500.00
7521	Canada Post	Water sample postage	$ 123.44
7522	Marc Caron	Council remuneration/mileage	$ 1,156.40
7523	Dee Jacks Welding	Truck fill repair	$ 269.65
7524	Halcro Metals	Truck fill repair	$ 396.61
7525	Jennifer Jenny	Council remuneration	$ 500.00
7526	Shane Jenny	**VIODED – Wrong Amount**	
7527	King's Printer	Legislation binder updates	$ 378.00
7528	MacBeeners	Sewer line chemical	$ 497.50
7529	Munisoft	New computer/hard & soft maint agreement	$ 7,000.53
7530	NAPA Auto Parts	Maintenance supplies	$ 46.61
7531	Lake Country Co-Op	Maint supplies / truck fill repairs	$ 282.03
7532	Janelle Paul	Council remuneration	$ 600.00
7533	Sask Research Council	Water samples	$ 122.84
7534	Roger Topping	Grader / Truck repairs	$ 362.84
7535	United Rentals	Lift rental for hall repairs	$ 246.01
7536	Western Municipal Cons.	2024 Board of Revision	$ 262.50
7537	Acklands Grainger	Maintenance supplies	$ 36.75
7538	Shane Jenny	Council remuneration	$ 400.00
Direct Dep.	Robin Boyer	Admin Salary/Mileage	$ 1,536.40
Direct Dep.	Ryan McCloy	Maintenance Salary	$ 1,100.00
7539	Greenland Waste	Waste/recycle services	$ 2,834.16
7540	Munisoft	Computer return postage	$ 32.88
On-line	Sask Water	Water Contract	$10,567.05
On-line	Sask Tel	Village telephone services	$ 276.64
Direct	UNPS	Debit machine	$ 5.55
On-line	Sask Energy	Village energy	$ 2,817.70
Direct Deposit	Robin Boyer	Admin Salary/Banking Mileage	$ 2,749.10
Direct Deposit	Ryan McCloy	Maintenance Salary	$ 1,524.81
On-line	MEPP	Pension Remittance	$ 1,717.88
7541	Receiver General of Canada	Tax Remittance	$ 1,991.48
On-line	SUMA	Benefits Remittance	$ 432.55
Direct	ACU	Wire transfer bank charges	$ 20.00
On-line	Affinity Mastercard	Paymate software renewal	$ 299.25
7542	St. Louis Fire Department	In-house training July – Dec	$ 6,532.50

On-line	Sask Power	Village Power	$ 7,427.51
7543	Canada Post	Water sample postage	$ 60.98
7544	Glen Lewis	Contracted W & S labour	$ 553.35
7545	MNP LLP	Audit Installment	$ 6,045.00
7546	Ainsworth Refrigeration	Ice plant start-up	$ 626.04
7547	R S Management Services	Asbestos inspections	$ 2,629.76
7548	Saskatchewan Research Council	Water samples	$ 113.13
Direct	UNPS	Debit machine	$ 8.00
Direct	Minister of Finance EPT	School Taxes collected	$11,396.20
Direct	UNPS	Debit machine	$ 1.25
		TOTAL	$77,471.04

CARRIED

CORRESPONDENCE:

256-23 Paul: That the following correspondence, being read, be filed:
CARRIED

Minister of Parks, Culture & Sport – Notification that our rink facilities were approved for the Community Rink Affordability Grant for 2023/24 and each facility received $2,500 to help offset operating and capital costs.
Canada Summer Jobs 2024 - Notification that application period is open for grant to hire a summer worker for 2024. Council must pass a resolution if they wish an application be submitted.
First Data Services – Notice that our current debit payment terminal is becoming obsolete and will no longer be receiving software updates. They recommend the Village consider upgrading to a new device. Can purchase for $1,000 or rent for $25/month.
RS Management Services – Provided quote information to complete an asbestos inspection of municipal buildings, which is required for year end audit purposes. As presented to Council earlier, new accounting standards require the Village to report on disposal liability of current assets and the main implication is with buildings built prior to the 1990's. Require a motion of authorization from Council to contract with RS Management Services to complete the inspection and report for our auditors for this year end.
Paymate Software – Notice of changes coming to T-4 payroll reporting for 2023 year end respecting employer offered dental benefits and for 2024 respecting CPP deductions.
Saskatchewan Research Council – Lab will only be open to receive water sample on December 27 between 11 am – 2 pm. Is there someone available to deliver it this year?
Notice of rate increase for services, beginning January 1, 2024.
SUMA – Call for resolutions for the 2024 Convention in April. The Fire Committee wanted to push SUMA to lobby the government to review the 911 call system regarding false alarms.
SUMA – 2024 Group Benefits rates.
SUMA – Membership renewal information.
SPWA – Notice of upcoming public works conference in Saskatoon in February of 2024.
Western Municipal Consulting – 2024 Rates Schedule.
Canada Revenue Agency – Information on changes required to t-4 reporting and filing for 2023 with respect to employer paid dental benefits.
Wakaw Recorder – Asking if the Village would like to run an ad in the Christmas and New Year edition which will be December 21 and 28.
ACU – Notice of CAFT funds transfer payments for direct deposit will be adding an extra security measure with a new Multi-Factor Authentication process.
Traffic Radar Sign – Monthly stats not downloaded. Having some trouble with the software, since the installation of the new desktop computer.

257-23 Boettcher: That the Village submit an application for a summer worker through the Canada Summer Jobs program.
CARRIED

258-23 J. Jenny: That the Administrator contact Affinity Credit Union regarding a new debit terminal for 2024.
CARRIED

259-23 J. Jenny: That RS Management be contracted with to provide an asbestos inspection of municipal buildings, as per his presented quote.

CARRIED

REVIEW OF WATER TREATMENT PLANT READINGS:

260-23 J. Jenny: That Council acknowledge the November 2023 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 issues or concerns brought forward at this meeting.

VISITOR – JESSE BUSH:

261-23 Boettcher: That a letter of interest be provided to Mr. Bush in response to his proposal of an outdoor recreational facility and a request for a formal written proposal be provided for Council to review. This proposal should outline the scope of the project, details on budget, operation, maintenance, long-term care and any other pertinent information.
CARRIED

VISITOR – DAN KOTYK:

Concerned resident raised concerns over an old development sign located in vacant municipal property west of Dubray Avenue.

OLD BUSINESS

FIRE AGREEMENT – RURAL MUNICIPALITY OF PRINCE ALBERT:

Council was updated on the status of this issue, acknowledging that the R M of Prince Albert was reviewing the draft agreement.

FIRE HALL BUILDING:

Council was updated on the status of this issue, acknowledging that quotes on a 60 x 100 foot building were being obtained.

FIRE AGREEMENT – RURAL MUNICIPALITY OF ST. LOUIS:

Council was updated on the status of this issue, acknowledging that a further meeting of the Fire Committee would be required in the near future to discuss any changes required in the agreement.

GRADER SALE:

262-23 J. Jenny: That the offer for the sale of the used grader, from Roger Topping, be accepted as presented in the amount of $2,500.
CARRIED

NEW BUSINESS

2024 MAINTENANCE FOREMAN SALARY:

263-23 J. Jenny: That the Maintenance Foreman's annual salary be increased by 4.8 % to an annual salary of $44,590, effective January 1, 2024.
CARRIED

2024 ADMINISTRATOR SALARY:

264-23 Boettcher: That the Administrator's annual salary be increased by 5.5 % to an annual salary of $76,000, in accordance with Urban Municipal Administrators Association of Saskatchewan salary guidelines, effective January 1, 2024.
CARRIED

2024 MEETING TIMES & DATES:

265-23 Paul: That all regular meetings of Council be held on the second Wednesday of every month at 4:30 PM in Council chambers for 2024.
CARRIED

2024 COUNCIL REMUNERATION:

266-23 Boettcher: That the 2024 remuneration for the Mayor remain at $140.00 per meeting and at $100.00 per meeting for all Councilors.
CARRIED

2024 MILEAGE RATE:

267-23 Paul: That the 2024 mileage rate be set at $0.55 per kilometer for Council or employee travel.

CARRIED

2024 MEAL ALLOWANCE:

268-23 Boettcher: That the 2024 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

2024 CASUAL LABOUR RATE:

269-23 Paul: That the 2024 rate for casual contract labour hired by the Village be set at $15.00 per hour for regular labour and $18 for utility or equipment labour.
CARRIED

2024 FEES FOR SERVICES:

270-23 J. Jenny: That the following rates for services be applied in 2024:

Custom Work	$50/ hour labour $80/hour mowing $120/hour heavy equipment
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
Register / Withdraw Tax liens	Costs
Hall Rental Rates	As per presented price grid.
RV Park Rates	$25/day, $100/week

CARRIED

ORGANIZATIONAL APPOINTMENTS FOR 2024:

271-23 Paul: That the following members be appointed to the following Board positions for 2024:

Board	**Member**
Recreation Board	Janelle Paul
Skating Rink Board	Marc Caron
Curling Rink Board	Tristen Boettcher
Fire Department Board	Shane Jenny
Fire Chief	James Brake
Deputy Fire Chief	Cory Linfitt
Library Board	Janelle Paul
Deputy Mayor	Tristen Boettcher
Development Permit Advisor	All Council / B & B Enforcement
Development Appeals Board	Claude Tournier, Lynn Regnier, Pauline Boutin
Village Auditors	Meyers, Norris & Penny
Village Surveyors	Meridian Surveys
General Solicitor	Nicole Sawchuk
Fire Insurance Agent	Riverside Agencies
Village Contractor	D C Trenching
Village Engineer	Catterall & Wright
Sask Water Rate Review Board	Marc Caron
Board of Revision / Secretary	Western Municipal Consulting
EMO Planning Committee	Shane Jenny
Emergency Planning Coordinator	Administrator
Deputy Emergency Planning Coordinator	Jennifer Jenny

CARRIED

272-23 Paul: That the Village of St. Louis appoints Western Municipal consulting Ltd. to manage the Board of Revision process for the term of January 1, 2024 through to December 31, 2024: remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Firesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberley Speers, Nick Coroluick and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their members.

That the Village of St. Louis appoints Kara Lindal with Western Municipal Consulting Ltd. as secretary to the Board of Revision for the term of January 1, 2024 through to December 31, 2024: remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Kara Lindal is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purpose of any hearing.
CARRIED

UTILITY ACCOUNTS TRANSFER TO TAXES:

273-23 J. Jenny: That the unpaid utility accounts as presented be added to tax rolls of the properties on February 20, 2024 and that registered letter correspondence be provided to the account holders and property owners by January 20, 2024.
CARRIED

274-23 Boettcher: That the uncollectible utility account in the amount of $10.35 from 386 – 3rd Street be written off the books for yearend.
CARRIED

MUNICIPAL REVENUE SHARING DECLARATION:

275-23 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 2022 Audited Financial Statement to the Ministry of Government Relations;

• Submission of the 2022 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

EMPLOYEE VACATION / LIEU DAYS:

276-23 Boettcher: That the following vacation / lieu days be approved:
Robin Boyer – December 26 & 27, 2023 and office closed to public January 2 & 3, 2024 for year-end processing.
Ryan McCloy – December 26, 27, 28 & 29, 2023.
CARRIED

TERM DEPOSIT:

277-23 Jenny: That the term deposit be redeemed and deposited into the Capital Asset Saving account.
CARRIED

CHRISTMAS SUPPER:

Council had discussions on a holiday event but no formal evening will be held.

WATER PLANT TRUCK FILL STATION DAMAGE & REPAIR:

278-23 Jenny: That the invoice for damages to the Water Plant Truck Fill Station, as presented by administration, be sent to [redacted]
CARRIED

MISCELLANEOUS ITEMS:

Minor discussion took place on the following items:

Sidewalk adjacent to 273 – 2nd Street.
Tax lien discharges.

ADJOURN:

279-23 Mayor Caron: That this meeting adjourn.
CARRIED

_____
Mayor

_____
Administrator