A REGULAR MEETING OF
THE VILLAGE OF ST. LOUIS
HELD IN THE ST. LOUIS VILLAGE OFFICE
APRIL 10, 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

68-24 J. Jenny: That Council members Paul and Boettcher be excused until later in the meeting.
CARRIED

AGENDA:
69-24 S. Jenny: That the agenda be approved as presented.
CARRIED

VISITORS – WAKAW RCMP:
Visitor from the Wakaw RCMP detachment met with Council to discuss annual policing priorities.

70-24 J. Jenny: That Council members Paul and Boettcher be acknowledged as present at the meeting.
CARRIED

MINUTES:
71-24 Boettcher: That the minutes of the regular meeting of March 13th, 2024 be approved.
CARRIED

FINANCIAL REPORTS:
72-24 S. Jenny: That the financial reports for the month ending March 2024 be acknowledged.
CARRIED

ACCOUNTS PAYABLE:
73-24 Paul: That the following accounts be approved for payment:

CHECK #	PAYEE	DESCRIPTION	AMOUNT
Direct	UNPS First Data	Debit Machine fees	$ 1.35
7591	Canada Post	Office & Water sample Postage	$ 108.26
7592	King's Printer	Assessment Notice Ad	$ 30.00
7593	Minister of Finance	SPSA – PPSTN FD Telecomm	$ 1,332.00
7594	MNP LLP	Audit installment	$ 7,486.12
7595	Munisoft	Computer hardware shipping	$ 11.66
7596	Oubavo Inc.	Annual website hosting	$ 199.67
7597	Lynn Regnier	Annual Sign Corridor Ad Fees	$ 540.00
7598	Saskatchewan Research Council	Water sampling	$ 101.58
7599	SPRA	Annual Membership	$ 50.00
7600	St. Louis Curling Club	Donation from RBC	$ 1,500.00
7601	The Wakaw Recorder	Tax Enforcement List Ad	$ 216.09
On-line	Sask Water	Monthly water contract	$ 9,563.90
7602	Greenland Waste	Monthly waste collection	$ 2,770.66
7603	St. Louis Fire Department	Donation from Sask-Con	$ 700.00
Direct Dep.	Robin Boyer	Admin Salary/Mileage	$ 1,538.50
Direct Dep.	Ryan McCloy	Maintenance Salary	$ 1,200.00
On-line	Sask Tel	Village telephone services	$ 276.22
7604	Bentley Richard	Re-imbursement for sidewalk	$ 300.00
On-line	Sask Energy	Village energy requirements	$ 2,113.11
Direct	UNPS First Data	Debit Machine fees	$ 5.55
On-line	Sask Power	Village power requirements	$ 3,567.87
Direct Deposit	Robin Boyer	Admin Salary/Mileage/FC Meet	$ 2,653.92
Direct Deposit	Ryan McCloy	Maintenance Salary	$ 1,547.80
On-line	MEPP	Pension Remittance	$ 1,808.84
7605	Receiver General of Canada	Tax Remittance	$ 3,061.51
On-line	SUMA	Benefits Remittance	$ 432.55
On-line	ACU Mastercard	Maintenance supplies	$ 299.74
7606	Glen Lewis	Contracted W & S Operator	$ 189.00
Direct	UNPS First Data	Debit Machine fees	$ 8.01
Direct	Minister of Finance EPT	School Taxes collected	$ 301.31
Direct	UNPS	Debit machine	$ 0.96

TOTAL $43,916.18
CARRIED

CORRESPONDENCE:

74-24 Boettcher: That the following correspondence, being read, be filed:
CARRIED

Ministry of Government Relations – Notice of Education Property Tax rates for 2024. They are unchanged from 2023.
UMAAS – Notice of administrator convention in Saskatoon May 28-31. Require a motion of Council to register.
Canada Community Building Fund – Municipal Summary of funds received and projects expensed on. Notice that all funding received through March 31, 2024 must be expensed before December 31, 2024.
Saskatchewan Rivers School Division – Monthly Board Highlights.
SPRA – Requesting nominations for Saskatchewan Parks & Recreation Association board members.
Lions Club – Lions Club has trimmed trees in Lions Park and want use of municipal trailer to load and haul the branches away. This would potentially be done on Saturday April 13. Want to have a controlled burn of the items at Rodeo grounds.
Would like permission to install temporary fencing near south side of shop building during Rodeo May 24-27, similar to last year.
St. Louis Softball – Steven Korecki – Group is looking to initiate a learn to play softball program and request use of washrooms at the Community Hall during the program. Tuesdays and Thursdays for May & June.
Sask Power – Notice of salvage work to commence on McKenzie Avenue, 3rd Street to 4th Street.
Go Pack Solutions – Quote for annual treatment of lift stations with Bio-Boost tablets, to clean fats, oils and grease. Village has been on a 4 week trial with some results being noticed. Would be around $3,000 for 2024 to continue with the treatment regimen. It has been worked into the budget for 2024.
[redacted] – Concerns over utility charges from Sept – Dec 2023 at [redacted]. No one at the house, very little water used but meter read 25,000 gallons of usage. They paid the invoice at the time and Ryan checked everything and it seemed to be working properly. They had renters in the property Jan-Mar and invoice for March was normal with 10,000 gallons of usage. They would like Council to consider some type of rebate for the December billing. Nothing indicates any issues from the Village's standpoint. There is no evidence of any faulty equipment.
Xylem – Quote for annual lift station service & inspections. It has been a budgeted items for a number of years.
Benevity – Donation cheque of $1,500 received from RBC for the St. Louis Curling Club.
Western Municipal Consulting – Notice that Board of Revision duties for 2024 have been concluded with no assessment appeals received.
Traffic Radar Sign – Monthly stats.

75-24 J. Jenny: That the administrator be registered for the UMAAS convention in Saskatoon in May and all expense be covered as per municipal policies.
CARRIED

76-24 S. Jenny: That the Learn to Play softball program be granted access to the Community Hall washrooms for the duration of the program and that facilitator Steven Korecki and Council member Janelle Paul be responsible for the Hall key and security during and after each session.
CARRIED

77-24 Paul: That the Lions Club be allowed use of the municipal maintenance truck and dump trailer on Saturday April 13, 2024, if needed, to remove any remaining cut tree branches from Lions Park for disposal and burned under a controlled burn at the St. Louis rodeo grounds.
CARRIED

78-24 J. Jenny: That the Lions Club be allowed to erect temporary fencing on south side of municipal shop during rodeo event on May 24 – 27, 2024.
CARRIED

79-24 S. Jenny: That 2 pails of Bio-Boost tablets be purchased from Go Pack Solutions to conduct a 5-week trial in the two lift stations.
CARRIED

80-24 Boettcher: That response letter be provided to utility customer over concerns with high volumes of usage from September – December 2023 billing period.
CARRIED

81-24 J. Jenny: That the quote from Xylem for annual service and maintenance of lift station pumps be accepted as presented.
CARRIED

REVIEW OF WATER TREATMENT PLANT READINGS:

82-24 S. Jenny: That Council acknowledges the March 2024 Water Treatment Plant readings as being complete and accurate after their review of said documents.
CARRIED

COMPLAINTS RESPONSE REGISTER:

No formal written complaints received this month.

OCCUPATIONAL HEALTH & SAFETY:

No concerns brought forward this month.

OLD BUSINESS

SIDEWALK ADJACENT TO #273 – 2nd STREET:

83-24 J. Jenny: That the property owner be re-imbursed $600 for sidewalk installation completed.
NOT CARRIED

84-24 Paul: That the property owner be re-imbursed $300 for sidewalk installation completed.
CARRIED

EMPLOYEE HARASSMENT:

85-24 J. Jenny: That a draft memo outlining concerns be drafted by administration for review by Council prior to posting on municipal website and community Facebook page.
CARRIED

RURAL MUNICIPALITY FIRE AGREEMENT:

86-24 S. Jenny: That the draft fire agreement proposal with the Rural Municipality of St. Louis No. 431 be tabled until a future meeting of Council.
CARRIED

87-24 Boettcher: That the administrator obtain quotes for power, energy and utility services into a proposed Firehall construction location.
CARRIED

88-24 Paul: That authorization be approved for the tender of old fire engine #671 by the St. Louis Fire Department through the Rural Municipality of St. Louis No. 431.
CARRIED

CCBF – INFRASTRUCTURE INVESTMENT PLANS:

89-24 J. Jenny: That IIP 2324-006836 for a proposed firehall construction be withdrawn with the Canada Community Building Fund as the timeline for completion does not align and that a new IIP be submitted for a 2024 street and sidewalk replacement.
CARRIED

NEW BUSINESS

DOCUMENTS DESTRUCTION:

90-24 S. Jenny: That all 2016 documents, as per presented list, be destroyed of in accordance with municipal records retention schedules and legislative requirements.
CARRIED

CONSIDERATION FOR CREATING DEBT FOR FIREHALL CONSTRUCTION:

Council had preliminary discussions regarding the potential creation of a debt as part of a proposed firehall construction project.

2024 BUDGET:

Council reviewed formal budget template and will consider any further requirements prior to adopting at May regular meeting.

2024 - 5 YEAR CAPITAL PLAN:

Council reviewed formal 5-year capital plan template and will consider any further requirements prior to adopting at May regular meeting.

MINIMUM / BASE TAX BYLAW:

Council reviewed existing current Base Tax Bylaw and determined what wording would be required in a new bylaw for the 2024 base tax. Administrator will have bylaw prepared for May regular meeting.

MILL RATE FACTORS:

Council reviewed existing mill rate factors as they pertain to assessment classes and their effect on the municipal tax levy.

STREET & SIDEWALK REPAIRS:

Council reviewed presented information.

FINAL FINANCIAL STATEMENTS:

91-24 S. Jenny: That the final Financial Statements and documentation prepared by MNP be approved and accepted as presented.
CARRIED

FINANCIAL REPORT SUMMARY FOR POSTING:

92-24 S. Jenny: That the Financial Report Summary be approved as presented and be included with 2024 Tax Notices and posted to municipal website and social media channels.
CARRIED

VACATION / LIEU TIME POLICY:

Council reviewed current Vacation / Lieu Time Policy but did not make any changes to the document at this time.

MISCELLANEOUS ITEMS:

Minor discussion took place on the following items:

Outstanding deck permit.
School request to temporarily store items in a dressing room at Skating Rink.
Un-used vehicles parked on municipal streets.
Staining of Lions Deck.
Grass cutting at former Convent property for walking and leisure.
Stray and nuisance cats.

93-24 Boettcher: That B & B Enforcement be advised to follow up with deficiencies on open Building Permit for deck construction.
CARRIED

94-24 Paul: That the St. Louis be allowed temporary storage space in the St. Louis Skating Rink (dressing room) while they complete a minor renovation. They would have to be informed that items are left at their own risk.
CARRIED

95-24 Boettcher: That bylaw enforcement services deal with un-used vehicles on municipal property as part of their contracted duties.
CARRIED

96-24 S. Jenny: That the village purchase stain or finish for the Lions deck and maintenance staff will apply as part of summer maintenance.
CARRIED

97-24 J. Jenny: That the convent yard be advertised as being available for walking once maintenance staff has cut and walking path and the portion be mowed as part of the regular municipal rotation.
CARRIED

98-24 Boettcher: That information regarding a potential regulatory cat control bylaw be brought to Council at the May regular meeting.
CARRIED

ADJOURN:

99-24 Mayor Caron: That this meeting adjourn.
CARRIED

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Mayor

_____
Administrator