A REGULAR MEETING OF
THE VILLAGE OF ST. LOUIS
HELD IN THE ST. LOUIS VILLAGE OFFICE
DECEMBER 11, 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, Joanne Moisan and Administrator Robin Boyer

268-24 Boettcher: That Council members Bentley Richard and Loretta Vandale be excused from this meeting.
CARRIED

AGENDA:
269-24 Moisan: That the agenda be approved as presented.
CARRIED

MINUTES:
270-24 Boettcher: That the minutes of the regular meeting of November 6th, 2024 and first meeting of November 25th, 2024 be approved.
CARRIED

FINANCIAL REPORTS:
271-24 Moisan: That the financial reports for the month ending November 2024 be acknowledged.
CARRIED

ACCOUNTS PAYABLE:
272-24 Boettcher: That the following accounts be approved for payment:

CHECK #	PAYEE	DESCRIPTION	AMOUNT
7740	Applied LP	Grader hydraulic repair	$ 216.24
7741	Tristen Boettcher	Council remuneration	$ 1,100.00
7742	Canada Post	Office / W & S sampling postage	$ 339.54
7743	Marc Caron	Council remuneration / Mileage	$ 1,804.00
7744	John Deere Financial	Maintenance equipment repair	$ 257.38
7745	Joanne Moisan	Council remuneration	$ 200.00
7746	Munisoft	Computer equip / software maint.	$ 4,462.38
7747	NAPA Auto Parts	Maintenance equipment repair	$ 91.34
7748	Lake Country Co-Op	Maint. supplies / Water repair	$ 382.34
7749	Les Rancourt	Grader bolts – cash purchase	$ 67.44
7750	**VOIDED** – Wrong Amount		
7751	RRF Contracting	Election worker meals	$ 57.72
7752	Saskatchewan Research Council	Water sampling	$ 602.69
On-line	SUMA	Election supplies / Dog license tags	$ 637.03
7753	Loretta Vandale	Council Remuneration	$ 100.00
7754	Village of St. Louis	Grader bolt supplies – cash purch.	$ 77.35
7755	Western Municipal Consulting	2025 Board of Revision	$ 262.50
On-line	Sask Water	Monthly water contract	$ 9,567.89
7756	Greenland Waste	Waste collection services	$ 2,796.82
7757	St. Louis Fire Department	In-house training July – Dec 2024	$ 3,045.00
Direct Dep.	Robin Boyer	Admin Salary/Mileage	$ 1,538.50
Direct Dep.	Ryan McCloy	Maintenance Salary	$ 1,200.00
7758	Bentley Richard	Council remuneration	$ 100.00
On-line	Sask Tel	Village telephone services	$ 276.44
Direct	First Data	Debit Machine Fees	$ 5.55
On-line	Sask Energy	Village energy	$ 4,125.91
Direct	ACU Bank Fee	MCAP wire transfer for taxes	$ 20.00
Direct Deposit	Robin Boyer	Admin Salary/Mileage	$ 2,960.37
Direct Deposit	Ryan McCloy	Maintenance Salary	$ 1,541.74
On-line	MEPP	Pension Remittance	$ 1,808.84
7759	Receiver General of Canada	Tax Remittance	$ 2,172.59
On-line	SUMA	Benefits Remittance	$ 468.49
On-line	Sask Power	Village power	$ 7,111.65
On-line	ACU Mastercard	Paymate payroll software renewal	$ 315.00
7760	Dufour Construction	Bucket truck service	$ 842.49
7761	John Deere Financial	Grader parts	$ 153.67
7762	MNP	Audit installment	$ 6,975.00
7763	Joanne Moisan	Mileage – water sample	$ 136.40
7764	Ainsworth Inc.	Ice plant repair	$ 504.33
7765	Overhead Door Inc.	Shop door repair	$ 1,039.52

7766	Saskatchewan Research Council	Water samples	$ 101.58
7767	Steve's Auto Electric	Sander motor	$ 297.41
7768	Xylem Canada	Sewage liftstation repair	$ 401.10
Direct	First Data	Debit Machine Fees	$ 8.00
7769	Glen Lewis	Contract W & S Oper / Maint Lab	$ 543.90
Direct	Minister of Finance EPT	School Taxes collected	$10,337.88
Direct	UNPS	Debit machine	$ 1.12
		TOTAL	$71,055.14

CARRIED

CORRESPONDENCE:

273-24 Boettcher: That the following correspondence, being read, be filed:
CARRIED

Catalis – Information on web-based applications that can be provided to municipalities to engage and interact with the public. Public notice, information, emergency alerts, bylaw infraction reporting, etc.
SUMA Group Benefits - Notification on rate premium changes for 2025. Currently, benefits provided to municipal employees include life, a d & d, long-term disability, health, dental, vision and are paid on a 50-50 cost shared basis between employer and employee.
Dixon Commercial Investigators – Debt collection services.
Saskatchewan Rivers School Division – November Board hi-lights.
MNP – 2024 Audit engagement letters
Munisoft – Quote for new color laser printer. Currently using old Newsletter copier for color requirements but it no longer works.
B & B Enforcement – Fee schedule for 2025 for building official services and bylaw enforcement services.
Western Municipal Consulting – 2025 Rates Schedule.
Saskatchewan Research Council – Notice of holiday hours for water testing lab.
Saskatchewan Public Safety Agency – Information on Civic Address Registry Signage Incentive Project.

274-24 Moisan: That the 2024 Audit Engagement letters as presented from MNP be accepted.
CARRIED

275-24 Boettcher: That a new color printer be purchased for the office as per the presented quote from Munisoft.
CARRIED

REVIEW OF WATER TREATMENT PLANT READINGS:

276-24 Moisan: That Council acknowledges the November 2024 Water Treatment Plant readings as being complete and accurate after their review of said documents.
CARRIED

COMPLAINTS RESPONSE REGISTER:

No formal complaints registered this month.

OCCUPATIONAL HEALTH & SAFETY:

No concerns brought forward this month.

OLD BUSINESS

SNOW CLEARING & REMOVAL:

Council was updated on maintenance efforts and process with current snow removal concerns.

GRANT FOR CHRISTMAS HAMPERS:

Council was updated that a grant was not available to municipal governments for this type of project.

NEW BUSINESS

MAINTENANCE REVIEW / EVALUATION:

277-24 Boettcher: That the Maintenance Foreman's annual salary be increased to an annual salary of $46,410, effective January 1, 2025.
CARRIED

ADMINISTRATOR REVIEW / EVALUATION:

278-24 Moisan: That the Administrator's annual salary be increased to an annual salary of $80,328, in accordance with Urban Municipal Administrators Association of Saskatchewan salary guidelines effective January 1, 2025.
CARRIED

CONTRACT FOR PART-TIME UTILITY OPERATOR:

279-24 Boettcher: That the contract for weekend/holiday utility operator be accepted at $25 per visit, as per the presented contract, effective January 1, 2025.
CARRIED

2025 MEETING TIMES & DATES:

280-24 Moisan: That all regular meetings of Council be held on the second Wednesday of every month at 4:30 PM in Council chambers for 2025.
CARRIED

2025 COUNCIL REMUNERATION:

281-24 Boettcher: That the 2025 remuneration for the Mayor remain at $140.00 per meeting and at $100.00 per meeting for all Councilors.
CARRIED

2025 MILEAGE RATE:

282-24 Moisan: That the 2025 mileage rate be set at $0.55 per kilometer for Council or employee travel.
CARRIED

2025 MEAL ALLOWANCE:

283-24 Boettcher: That the 2025 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

2025 CASUAL LABOUR RATE:

284-24 Moisan: That the 2025 rate for casual contract labour hired by the Village be set at $15.00 per hour for regular labour and $20 for utility or equipment labour.
CARRIED

2025 FEES FOR SERVICES:

285-24 Boettcher: That the following rates for services be applied in 2025:

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 2025:

286-24 Moisan: That the following members be appointed to the following Board positions for 2025:

Board	**Member**
Recreation Board	Open
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	Joanne Moisan
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	Long Lake Insurance
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	Joanne Moisan
Emergency Planning Coordinator	Administrator
Deputy Emergency Planning Coordinator	Jennifer Jenny

CARRIED

287-24 Boettcher: That pursuant to Subsection 220(1) of *The Municipalities Act*, the Village of St. Louis appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2025 through to December 31, 2025: 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, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberley Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro 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.

288-24 Moisan: That pursuant to Subsection 221(1) of *The Municipalities Act*, 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, 2025 through to December 31, 2025: 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, WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purpose of any hearing.
CARRIED

MUNICIPAL REVENUE SHARING DECLARATION:

289-24 Boettcher: That 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 2023 Audited Financial Statement to the Ministry of Government Relations;
• Submission of the 2023 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:

290-24 Moisan: That the following vacation / lieu days be approved:
Robin Boyer – December 24, 26 & 27, 2024, close office at noon on December 31, 2024 and office closed to public January 2 & 3, 2025 for year-end processing.
Ryan McCloy – December 23, 24, 26, 27, 30 & 31, 2024, January 2 & 3, 2025.
CARRIED

CANADA POST LABOUR DISPUTE:

291-24 Boettcher: That administration take necessary steps to provide payment to vendors during the postal disruption, including EFT, on-line payments and hand delivered payment cheques.
CARRIED

2025 DRAFT BUDGET:

Council provided with initial draft copy of 2025 operating and capital budget for review.

FIRE DEPARTMENT / FIREHALL BUILDING PROJECT:

292-24 Moisan: That the Fire Department data plan for vehicle tablets be included with annual expense and paid for from call-out account pending approval from RM of St. Louis Council.
CARRIED

293-24 Boettcher: That Council accept Zak's Building Group amended proposal for the fire hall building at $719,535 plus applicable taxes and signs the contract and submits the required deposit to secure a 2025 spring build date. This is in partnership with current agreement with the Rural Municipality of St. Louis No. 431 in the construction of this building project.
CARRIED

MISCELLANEOUS ITEMS:

Minor discussion took place on the following items:

Trail cameras at Buffalo / Lions Park.
Waste / recycle bylaw and policy options to opt out for residential customers.
Council contact information
Community Facebook page administration.
Batoche MLA.
Hydrant repair.
Removal of tax lien.

294-24 Moisan: That a cost for trail cameras at municipal parks be researched.
CARRIED

295-24 Paul: That the tax liens registered to parcels, Lot 41 & 42, Block 5, Plan N1996 be removed as payment of all arrears and tax enforcement costs have be made to the Village.
CARRIED

ADJOURN:

296-24 Mayor Caron: That this meeting adjourn.
CARRIED

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Mayor

_____
Administrator