A REGULAR MEETING OF
THE VILLAGE OF ST. LOUIS
HELD IN THE ST. LOUIS VILLAGE OFFICE
DECEMBER 10, 2025_____

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, Curt Regnier and Administrator Robin Boyer

289-25 Moisan: That Council member Vandale be excused from this meeting.
CARRIED

AGENDA:
290-25 Regnier: That the agenda be approved as presented.
CARRIED

MINUTES:
291-25 Moisan: That the minutes of the regular meeting of November 12th, 2025 be approved.
CARRIED

FINANCIAL REPORTS:
292-25 Boettcher: That the financial reports for the month ending November 2025 be acknowledged.
CARRIED

ACCOUNTS PAYABLE:
293-25 Regnier: That the following accounts be approved for payment:

CHECK #	PAYEE	DESCRIPTION	AMOUNT
Direct	First Data	Debit machine fees	$ 120.00
On-line	Sask Water	Water Contract	$11,042.65
7978 – 7993	**Cheques VOIDED**	**Printer Error**	
7994	Acklands Grainger	Maintenance supplies	$ 21.79
7995	AED Advantage	Skating Rink Defibrillator supplies	$ 240.91
7996	Tristen Boettcher	Council Remuneration	$ 900.00
7997	Canada Post	Water sample / Office postage	$ 584.29
7998	Marc Caron	Council Remuneration / mileage	$ 1,438.50
7999	The Clean Team	Range Hood insp. Hall / Rink	$ 555.00
8000	Ghostlight Towing Ltd.	Maint. truck tows	$ 399.00
8001	Golden's Fire Ext.	Service municipal extinguishers	$ 504.60
8002	Greenland Waste	Waste collection services	$ 2,720.71
8003	Joanne Moisan	Council Remuneration	$ 838.50
8004	Munisoft	Equipment maint/service agrmnts.	$ 4,091.46
8005	Lake Country Co-Op	Maintenance / Firehall supplies	$ 147.56
8006	Curt Regnier	Council Remuneration	$ 600.00
8007	RM of St. Louis	Firehall construction capital	$18,417.05
8008	Saskatchewan Research Council	Water samples	$ 135.44
8009	**VOIDED – Wrong Amount**		
8010	St. Louis Fire Department	In-house training hours	$ 4,308.75
8011	Loretta Vandale	Council Remuneration	$ 500.00
Direct Dep.	Robin Boyer	Admin Salary/Mileage	$ 1,538.50
Direct Dep.	Ryan McCloy	Maintenance Salary	$ 1,300.00
On-line	ACU Mastercard	Paymate payroll software renewal	$ 320.25
8012	STARS	Donation	$ 300.00
On-line	Sask Tel	Village telephone services	$ 277.03
Direct	ACU	Firehall Loan Payment	$ 4,098.16
On-line	Sask Energy	Village energy services	$ 2,241.93
Direct Deposit	Robin Boyer	Admin Salary/Mileage	$ 3,127.29
Direct Deposit	Ryan McCloy	Maintenance Salary	$ 1,570.40
On-line	MEPP	Pension Remittance	$ 1,901.08
On-line	Receiver General of Canada	Tax Remittance	$ 2,500.00
On-line	SUMA	Benefits Remittance	$ 489.07
Direct	MCAP Wire Transfer Fee	Bank Charges ACU	$ 20.00
On-line	Sask Power	Village power services	$ 5,948.08
On-line	ACU Mastercard	Copier Toner	$ 167.79
8013	Ainsworth	Ice plant service materials	$ 871.05
8014	Lake Country Co-Op	Maint supplies, fuel, firehall	$ 1,249.24
8015	Western Municipal Consulting	BOR / DAB Boards	$ 682.50
8016	Acklands Grainger	Maintenance tools	$ 151.44

8017	Canada Post	Water sample postage	$ 31.48
8018	MNP	Audit Installment	$ 6,858.75
8019	Marc Caron	Mileage – truck repair parts	$ 165.00
8020	Glen Lewis	Contract w & s Oper. / Labour	$ 747.75
Direct	UNPS First Data	Debit Machine service fees	$ 8.00
8021	Saskatchewan Research Council	Water samples	$ 101.58
Direct	Minister of Finance EPT	School Taxes collected	$ 6,275.85
Direct	First Data	Debit machine fees	$ 1.30
		TOTAL	$90,509.73

CARRIED

CORRESPONDENCE:

294-25 Boettcher: That the following correspondence, being read, be filed:
CARRIED

STARS – Information on program services and request for funding donation.
SAMA - Notification on maintenance service fee rate changes for 2026, increasing from $25 per property to $50 per property. It will be reflective on 2027 requisition invoice.
Building & Technical Standards – Building regulation updates.
Saskatchewan Research Council– Notice of holiday hours. Water sample may have to be personally delivered between Christmas and New Years.
Ministry of Highways – Project information sheet.
SGI Canada– Documentation for maintenance truck and trailer commercial auto insurance.
RM of St. Louis – Request to add past due fire inspection fees to tax cards.
SRSD – November Board Highlights.
SUMA – Group benefits rates for 2026. Proposed changes will result in an increase of $19.80 per month over last year. This will raise the Village portion of benefits expenses from $234.25 per month to $244.25 per month.
Saskatchewan Housing Corporation – 2024 municipal settlement share of surplus (5%) is $0.97. No payment will be made for it. Estimate 2025 surplus share to be $524.67.
Notice of local Board appointment of Lloyd McDougall as a Director including an updated Directory.
Brandon Ogden – Bylaw Enforcement officer services.
Marufur Rhaman – Development permit application for craft brewery business at 107 Buffalo Park Road. Require fire code inspection and building is considered a mercantile assembled occupancy establishment, grandfathered under building code, according to B & B Enforcment.
B & B Enforcement – 2026 service rates for building official services.

295-25 Boettcher: That a $300 donation be made to the STARS program.
CARRIED

296-25 Regnier: That a Council member be authorized for travel expense to deliver the weekly water sample to Saskatoon during the final week of 2025.
CARRIED

297-25 Moisan: That the request from the Rural Municipality of St. Louis to add unpaid fees for fire inspection services to property taxes be approved, as presented, if they remain outstanding at year-end.
CARRIED

298-25 Regnier: That further discussion for Bylaw Enforcement Officer services be discussed with Brandon Ogden, for potential service in the spring of 2026.
CARRIED

REVIEW OF WATER TREATMENT PLANT READINGS:

299-25 Moisan: That Council acknowledges the November 2025 Water Treatment Plant readings as being complete and accurate after their review of said documents.
CARRIED

COMPLAINTS RESPONSE REGISTER:

No formal complaints registered this past month.

OCCUPATIONAL HEALTH & SAFETY:

No concerns brought forward this month.

OLD BUSINESS

FIRE DEPARTMENT UPDATES:

Council was updated on the status of the Fire Hall construction project including lockers, water meter, fuel tanks, security system and operating status.

300-25 Boettcher: That the quote for custom built lockers, as presented from Luc Perillat, be accepted pending final approval from the Rural Municipality of St. Louis and Fire Chief.
CARRIED

301-25 Regnier: That the quote for a firehall air compressor, as presented, be approved for payment from the Fire Department revenues.
CARRIED

SK RECYCLES - GREENLAND WASTE:

302-25 Regnier: That someone from SK Recycles be invited to speak with Council at a Special Meeting to be conducted sometime between January 5 & 13, 2026.
CARRIED

RECREATION BOARD – RECREATION DIRECTOR:

Council was updated that potential grant funding from Saskatchewan Parks & Recreation Association for the Recreation Board's Recreation Director proposal was not realized and they are waiting on other funding sources to proceed.

NEW BUSINESS

MAINTENANCE REVIEW / EVALUATION:

303-25 Boettcher: That the Maintenance Foreman's annual salary be increased to an annual salary of $47,760, effective January 1, 2026.
CARRIED

ADMINISTRATOR REVIEW / EVALUATION:

304-25 Regnier: That the Administrator's annual salary be increased to an annual salary of $82,740, in accordance with Urban Municipal Administrators Association of Saskatchewan salary guidelines effective January 1, 2026.
CARRIED

305-25 Boettcher: That the Administrator Employment Contract be approved, as amended, and implemented into municipal Human Resources policies and practices for current Chief Administrative Officer and any new Chief Administrative Officer hires moving forward.
CARRIED

CONTRACT FOR PART-TIME UTILITY OPERATOR:

306-25 Moisan: That the contract for weekend/holiday utility operator be set at $35 per visit, as per the presented contract, effective January 1, 2026.
CARRIED

2026 MEETING TIMES & DATES:

307-25 Boettcher: That all regular meetings of Council be held on the second Wednesday of every month at 4:30 PM in Council chambers for 2026 for November 2026 which will be held on Tuesday November 10 at 4:30 PM.
CARRIED

2026 COUNCIL REMUNERATION:

308-25 Regnier: That the 2026 remuneration for the Mayor remain at $140.00 per meeting and at $100.00 per meeting for all Councilors.
CARRIED

2026 MILEAGE RATE:

309-25 Moisan: That the 2026 mileage rate remain at $0.55 per kilometer for Council or employee travel.
CARRIED

2026 MEAL ALLOWANCE:

310-25 Moisan: That the 2026 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

2026 CASUAL LABOUR RATE:

311-25 Boettcher: That the 2026 rate for casual contract labour hired by the Village be set at $17.00 per hour for regular labour and $20 for utility or equipment labour.
CARRIED

2026 FEES FOR SERVICES:

312-25 Regnier: That the following rates for services be applied in 2026:

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 2026:

313-25 Moisan: That the following members be appointed to the following Board positions for 2026:

Board	**Member**
Skating Rink Board	Marc Caron
Curling Rink Board	Tristen Boettcher
Fire Department Board	Tristen Boettcher
Fire Chief	James Brake
Deputy Fire Chief	Dan Whaley
Library Board	Joanne Moisan
Deputy Mayor	Tristen Boettcher
Development Permit Advisor	All Council / B & B Enforcement
Development Appeals Board	Western Municipal Consulting
Village Auditors	Meyers, Norris & Penny
Village Surveyors	Meridian Surveys
General Solicitor	Nicole Sawchuk
Fire Insurance Agent	Long Lake Insurance
Village Contractor	Various – as required
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

314-25 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, 2026 through to December 31, 2026: 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, 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, Regan Rayner 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.
CARRIED

315-25 Regnier: That pursuant to Subsection 221(1) of *The Municipalities Act*, the Village of St. Louis appoints Nicolle Hoskins with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2026 through to December 31, 2026: remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary 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 purposes of any hearing.
CARRIED

316-25 Moisan: That pursuant to Subsection 214(1) of *The Planning and Development Act, 2007*, the Village of St. Louis appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2026 through to December 31, 2026: remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberley Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner 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.
CARRIED

317-25 Boettcher: That pursuant to Subsection 216(3)(a) of *The Planning and Development Act, 2007*, the Village of St. Louis appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2026 through to December 31, 2026: remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary 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 purposes of any hearing.
CARRIED

318-25 Regnier: That service contract with Western Municipal Consulting for Board of Revision and Development Appeals Board services be accepted, as presented, and endorsed.
CARRIED

MUNICIPAL REVENUE SHARING DECLARATION:

319-25 Moisan: 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 2024 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2024 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 DAYS:

320-25 Regnier: That the following medical and vacation days be approved:
Robin Boyer – December 17 (1/2 day medical), 22, 24 & 26, 2025, close office at noon on December 31, 2025 and office closed to public January 2 & 5, 2026 for year-end processing.
Ryan McCloy – December 23, 24, 26, 29, 30 & 31, 2025, January 2, 2026; and that Glen Lewis be contracted to cover water sampling for these days.
CARRIED

YEAR END INTERNAL ACCOUNT TRANSFERS:

321-25 Boettcher: That the following account transfer be made for year-end surpluses and budgets:

Transfer $31,949 from General Account to Infrastructure Savings for 2024 surplus.
Transfer $2,000 from General Account to Recreation Repair for 2025 budget amount.
Transfer $7,058 from General Account to Fire Savings for unused 2025 call-out budget.
CARRIED

2026 DRAFT BUDGET:

Council provided with initial draft copy of 2026 operating and capital budget for review.

MISCELLANEOUS ITEMS:

Minor discussion took place on the following items:

Lions Club Fireworks.
Old Firehall building.
RCMP – Firehall vandalism.
Maintenance truck.
Utility overpayment – E-transfer refund of $8.90.
Nuisance yards.

322-25 Boettcher: That Roger Topping be contracted to complete repairs on Maintenance as per his quoted information respecting the transfer case and various belts.
CARRIED

323-25 Moisan: That an e-transfer of $8.90 be approved to refund Sharon Ross for an e-transfer overpayment on a final utility account payment.
CARRIED

ADJOURN:

324-25 Mayor Caron: That this meeting adjourn.
CARRIED

_____
Mayor

_____
Administrator