

Village of Viscount

**Minutes for the Regular Meeting of Council held on the
9th day of February 2021 at 7:00p.m.**

PRESENT: Mayor: Melissa Dieno
Councillors: Dustin Gusikoski, Mitch Gusikoski
Dean Schlosser, Andrea Young
Administrator: Cyla Quiring, Ferne Hebig

CALL TO ORDER: Mayor Melissa Dieno called the Regular Meeting to order at 7:10 pm.

DELETIONS FROM AGENDA: Mayor Melissa Dieno deleted from the agenda the following items as there was no information to be discussed:

Notice of Proclamations Presentations Public Hearing
Delegations Public Forum

ADOPT AGENDA:

Councillor Dean Schlosser declared conflict of interest for item 9 b. Unfinished Business: Commercial Lots (Viscount Excavation).

2021-025 *Young A:* THAT the agenda be adopted as presented with deletions noted above. CARRIED

MINUTES:
2021-026 *Gusikoski M:* THAT the minutes of the Regular Meeting of Council held on the 12th day of January, 2021 be approved. CARRIED

2021-027 *Gusikoski D:* THAT the minutes of the Special Meeting of Council held on the 19th day of January, 2021 be approved. CARRIED

2021-028 *Schlosser D:* THAT the minutes of the Special Meeting of Council held on the 24th day of January, 2021 be approved. CARRIED

FINANCIAL STATEMENTS:

2021-029 *Gusikoski M:* THAT the unaudited financial statements and bank reconciliation for the month of January 2021 be adopted as presented. CARRIED

PAYMENT OF ACCOUNTS:

2021-030 *Gusikoski D:* THAT the list of accounts payable from Batch 2021-00003 to Batch 20210-00008 for a total of \$28,997.08 be adopted as presented. CARRIED

GENERAL CORRESPONDENCE:

2021-031 *Young A:* THAT the general correspondence received be acknowledged. CARRIED

REPORTS OF ADMINISTRATION:

2021-032 *Schlosser D:* THAT the Reports of Administration and the Water Treatment Plant Report be adopted as presented. CARRIED

UNFINISHED BUSINESS:

2021-033 *Village of Viscount Policy Manual*
Young A: THAT the Village of Viscount Policy Manual be accepted as presented with the following change: section 200-33 regarding office hours is to be replaced with the following:
The general office hours are to be from 9:00 a.m. to 5:00 p.m. Monday through Friday. This is a guideline that, for operational efficiency, is subject to change by Council via resolution. No amendment to this policy is required for changes to office hours made by resolution of Council at a meeting of Council, or for temporary changes approved by the Mayor that may be required due to staff availability. If the office is scheduled to be closed, public notice to be given one week in advance where possible and sign is to be posted at the office. CARRIED



Mayor - Melissa Dieno



Page 1 Administrator - Ferne Hebig

- 2021-034 *Commercial Lots*
Gusikoski D: THAT the discussion regarding Commercial Lots be tabled until the March meeting.
CARRIED
- 2021-035 *Employment Contract – Ferne Hebig*
Gusikoski D: THAT the proposed employment contract for Ferne Hebig be approved as presented with a change to the benefits section being that the cost of benefits are to be shared between the Employee and the Village the same as they are for our other employees.
CARRIED
- 2021-036 *Mat Leave Benefits - Cyla*
Gusikoski M: THAT SUMA benefits for Cyla continue through her one-year maternity leave as follows:
- Four months paid in full by the Village the same as we do for Fernand during his leave.
 - The cost for the following 8 months will be paid initially in full by the Village, but this is on the condition that the cost of those 8 months will be paid back by the employee (over time) after she returns to work full time after her leave.
 - Administration will prepare an agreement with repayment terms to be signed by the Mayor and Employee.
- CARRIED
- NEW BUSINESS:**
- 2021-037 *Short Term Disability – EI Reduced Premium*
Gusikoski D: THAT we switch our Short Term Disability (STD) plan with SUMA from Taxable Plan A with a 14 day waiting period to Taxable Plan C with a 7 day waiting period in order to achieve eligibility for the reduced EI premium rate from the Canada Revenue Agency (CRA).
CARRIED
- 2021-038 *Building Official Appointment*
Schlusser D: THAT Norbert LeBlanc be appointed as the Village's Building Official.
CARRIED
- 2021-039 *Appoint Acting Administrator*
Young A: THAT Ferne Hebig be appointed to act as our interim Administrator (Chief Administrative Officer (CAO)) for the Village effective January 27, 2021 as per the approved employment contract; AND FURTHERMORE THAT this include appointment as secretary/treasurer to the Viscount Rec Board as one of the duties of this position.
CARRIED
- 2021-040 *Signing Authority – Ferne Hebig*
Gusikoski M: THAT effective January 27, 2021 Ferne Hebig be added as a signing authority and person with authority for approval for all accounts under the Village of Viscount and Viscount Rec Board including, but not limited to: banking, investments, Canada Revenue Agency, utilities, government services, etc.
CARRIED
- 2021-041 *Change of Office Hours*
Gusikoski D: THAT subject to staff availability and for the purpose of operational efficiency, office hours are to be set as Tuesday – Friday from 9 am – 5 pm until further notice, effective February 15, 2021; AND FURTHERMORE THAT signage be posted in the office if the Village Office side needs to be closed for half or full days due to employee availability, subject to approval by the Mayor.
CARRIED
- 2021-042 *Authorization to Receipt*
Gusikoski M: THAT while she is not expected to do so, Aspen Trotchie is hereby authorized to receipt payments for the Village and Viscount Recreation Board if needed; AND THAT doing so would be considered a voluntary service and not eligible for compensation from the Village.
CARRIED



 Mayor - Melissa Dieno



 Administrator - Ferne Hebig

- 2021-043 *Viscount Rec Board Community Centre Insurance*
Gusikoski D: THAT the discussion regarding the invoice to the Viscount Rec Board for the Community Centre insurance be tabled, and further review will take place once the Rec Board has met and discussed their 2021 budget and funding requirements.
 CARRIED
- 2021-044 *Clear Reserve #1*
Gusikoski D: THAT Council approves administration to clear the non-cash General Ledger Account 300-100-200 known as Reserve #1 to a zero balance as recommended by the Auditor as this old reserve account was previously spent on the construction of the Water Treatment Plant.
 CARRIED
- 2021-045 *Rescind Motion 2020-031*
Gusikoski M: THAT we rescind motion 2020-031 that had designated the purpose for the funds in the RBC High Interest Savings Account.
 CARRIED
- 2021-046 *Designated Reserve – Capital Trust Fund*
Young A: THAT administration be authorized to create a separate Capital Trust Fund Account as per the Capital Trust Fund Bylaw #2-80 with a balance of \$50,000, with these funds to be transferred from the existing RBC High Interest Savings Account into the new account; AND FURTHERMORE THAT Administration create a new Reserves and Investments Policy for review and approval by Council regarding the handling of reserves, investments and interest.
 CARRIED
- 2021-047 *Designated Reserve – Water & Sewer*
Schlosser D: THAT administration be authorized to create a fully funded designated Water & Sewer Reserve account in the bank and the General Ledger as per provincial requirements and existing Village policy; AND FURTHERMORE THAT the remaining funds in the existing RBC High Interest Savings Account after the Capital Trust Fund transfer will be considered the new balance of the Water and Sewer Reserve.
 CARRIED
- 2021-048 *Annual Drinking Water Quality and Compliance*
Schlosser D: THAT the annual drinking water quality and compliance report be acknowledged and accepted as presented.
 CARRIED
- 2021-049 *Raw Water Usage Report*
Young A: THAT the raw water usage report be acknowledged and accepted as presented.
 CARRIED
- 2021-050 *2021 Census*
Gusikoski M: THAT the Council of the Village of Viscount supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca, as this data directly affects the grants and funding the Village receives to support programs and services that benefit our community; AND FURTHERMORE THAT we place posters/notices regarding the importance of the census for our Village in the office and the community, on the website and on our social media, in the Rec Board newsletter, as well as place a brightly coloured notice with the next water bills.
 CARRIED
- 2021-051 *Next Meeting Date*
Gusikoski M: THAT the next regular meeting of Council be changed to March 9, 2021 to begin at 6:00 pm with public notice posted as required.
 CARRIED
- ADJOURN:**
 2021-052 *Dieno M:* That this Regular Meeting of Council be adjourned at 9:00 pm.
 CARRIED


 Mayor – Melissa Dieno




 Administrator – Ferne Hebig

Village of Viscount
Statement of Financial Activities - Summary
For the Period Ending January 31, 2021

	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation	3,774.18	3,774.18		3,774.18	
Fees and Charges	16,451.42	16,451.42		16,451.42	
Utilities	11,538.90	11,538.90		11,538.90	
Grants in Lieu of Taxes	2,116.36	2,116.36		2,116.36	
Investment Income and Commissions	18.69	18.69		18.69	
Total Revenues:	33,899.55	33,899.55	0.00	33,899.55	0.00
Expenditures					
General Government Services	9,150.23	9,150.23		(10,196.33)	
Protective Services	290.00	290.00		(273.01)	
Transportation Services	439.65	439.65		(975.39)	
Environmental Health Services				2.24	
Recreation and Cultural Services	843.20	843.20		(843.20)	
Utilities	2,490.77	2,490.77		(2,490.57)	
Total Expenditures:	13,213.85	13,213.85	0.00	(14,776.26)	0.00
Change in Net Financial Assets	20,685.70	20,685.70	0.00	19,123.29	0.00
Change in Net Assets	20,685.70	20,685.70	0.00	19,123.29	0.00
Change in Surplus	20,685.70	20,685.70	0.00	19,123.29	0.00

Account Balances

	Current	Year to Date	Balance
Cash			
Cash - On Hand - Petty Cash			250.00
Cash - Bank - Demand	3,884.91	3,884.91	123,999.53
Cash - Plan 24			0.01
Cash - Credit Union Shares			5.00
VRB - Cash			51,800.91
W&S - High Interest Savings (RBC)	18.69	18.69	100,677.28
Total Cash:	3,903.60	3,903.60	276,732.73
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(1,283.70)	(1,283.70)	(1,283.70)
Municipal - Tax Receivable - Arrears	(409.11)	(409.11)	29,418.53
Municipal - Allow. for Uncollected			(2,435.69)
Total Municipal Taxes Receivable:	(1,692.81)	(1,692.81)	25,699.14

Certified correct and in accordance with the records

Presented to council on

Feb 9 / 2021

(Date)



Melissa Dieno
Mayor



Ferne Hebig
Administrator

Payment #	Date	Vendor Name	Reference	Payment Amount
-----------	------	-------------	-----------	----------------

Link Code: AP - AP-GENERAL OPER

Computer Cheques:

8095	2021-01-20	Gord Krismer & Associates Ltd.	Retainer - Municipal Board Ser	210.00
8096	2021-01-29	Enviroway Detergent Mfg. Inc.	Sodium Hypo, Phenol Red, Sil.	458.64
8097	2021-01-29	MEPP	MEPP January 2021 Remittance	915.48
8098	2021-01-29	Wendy Prestupa	Caretaker - Contracted	240.00
8099	2021-01-29	Receiver General	January Payroll Remittance	1,518.29
8100	2021-01-29	Sask Water	Raw Water - 2378m3 (Dec2020)	1,713.87
8101	2021-01-29	SUMA	January Remittance	1,034.21
8102	2021-01-29	UMASS	2021 UMASS Membership	440.00
8103	2021-01-29	Viscount Recreation Board	Fees Paid By Debit	225.00
8104	2021-02-09	Melissa Dieno	Remuneration - January 2021	800.00
8105	2021-02-09	Element Water Systems	Service Contract	872.80
8106	2021-02-09	Munisoft	Utility Notices	129.83
8107	2021-02-09	Keith Polley	Contract Regional Operator	1,281.00
8108	2021-02-09	RM Of Viscount	Snow Clearing	187.50
8109	2021-02-09	SAMA	2021 Maintenance	4,585.00
8110	2021-02-09	SARM	Employment Ad	262.50
8111	2021-02-09	Supreme Basics	Paper, Daily Diary 2021	114.27
8112	2021-02-09	Viscount Stop & Shop Grocery	Materials & Supplies	263.39
8113	2021-02-09	Viscount Stop & Shop Hardware	Ice Melt	101.81
8114	2021-02-09	Wagner Inspection Services	DRAWING Insp. - 102 Francis St	189.00
8115	2021-02-09	The Watrous Manitou	Employment Ad	229.64
8116	2021-02-09	MEPP	Sept 2019 Missed Remittance	1,954.24

Other:

146473	2021-01-14	Sask Energy	Office - Dec2020-SaskEnergy	137.83
436813	2021-01-14	Sask Energy	WTP - Dec2020-SaskEnergy	643.41
591908	2021-01-31	Ministry of Finance	January Remittance	1,059.97
826813	2021-01-14	Sask Energy	Fire Hall - Dec2020-SaskEnergy	288.91
846473	2021-01-14	Sask Energy	Shop - Dec2020-SaskEnergy	183.87
1012021	2021-01-29	Caft Payroll	January Payroll	3,987.13
2021001	2021-02-03	Collabria	Credit Card Charges	941.55
2021002	2021-02-03	Collabria	Credit Card Charges	10.94
2174761	2021-01-22	Sask Tel	Shop Cell - Jan 8	90.08
20210209	2021-02-09	Success Office Systems	Photocopies	482.45
26790053	2021-01-18	Sask Power	Shop - Dec 2020- Power	205.49
31410047	2021-01-18	Sask Power	Street Lights - Dec2020-Power	732.12
31740046	2021-01-18	Sask Power	Sign Hwy 16 - Dec2020-Power	174.03
3060038	2021-01-18	Sask Power	WTP - Dec2020 - Power	1,572.26
33720037	2021-01-18	Sask Power	Fire Hall - Dec2020-Power	120.23
36030032	2021-01-18	Sask Power	Viscount Place - Dec2020-Power	187.67
205300002	2021-01-14	Sask Energy	Viscount Place - Dec SaskEn	452.67

Total for AP: 28,997.08

Certified Correct This 9th day of February 2021.



Mayor
Melissa Dieno



Administrator
Ferne Hebig