

Village of Viscount

Minutes for the Regular Meeting of Council held on the 9th day of March 2021 at 6:00 p.m.

PRESENT: Mayor: Melissa Dieno
Councillors: Dustin Gusikoski, Mitch Gusikoski, Dean Schlosser, Andrea Young
Administrator: Ferne Hebig
Staff: Fernand Boivin

CALL TO ORDER: Mayor Melissa Dieno called the Regular Meeting to order at 6:31 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 a. Unfinished Business: Commercial Lots (Viscount Excavation).

2021-053 Young A: THAT the agenda be adopted as presented with deletions noted above and a copy attached hereto. CARRIED

MINUTES:

2021-054 Gusikoski D: THAT the minutes of the Regular Meeting of Council held on the 9th day of February, 2021 be approved. CARRIED

FINANCIAL STATEMENTS:

2021-055 Gusikoski M: THAT the unaudited financial statements, accounts receivable report, and bank reconciliation for the month of February 2021 be adopted as presented with summaries attached hereto. CARRIED

PAYMENT OF ACCOUNTS:

2021-056 Young A: THAT the list of accounts payable from Batch 2021-00010 to Batch 20210-00011 for a total of \$75,296.01 be approved as presented: AND FURTHERMORE THAT the following invoices also be approved for immediate payment:
- TSL Mechanical (2019), \$8,175.15 - Water Break Repair;
- Versatile Plumbing & Heating \$174.83 - Viscount Place Repair;
- Pratte's Service \$600.00 - Shop/WTP Bathroom Heating Repairs;
with a list of payments attached hereto. CARRIED

GENERAL CORRESPONDENCE:

2021-057 Schlosser D: THAT the general correspondence received be acknowledged. CARRIED

REPORTS OF ADMINISTRATION:

2021-058 Schlosser D: THAT the reports and information presented under Reports of Administration be accepted as presented. CARRIED

UNFINISHED BUSINESS:

2021-059 Commercial Lots
Dieno M: THAT the discussion regarding Commercial Lots be tabled until the April meeting. CARRIED

NEW BUSINESS:

2021-060 Viscount Recreation Board Budget & Grant
Gusikoski M: THAT the 2021 budget for the Viscount Recreation Board be accepted as presented; AND FURTHERMORE THAT a grant in the amount of \$9,720.59 be paid to the Viscount Recreation Board in recognition of their loss in revenue due to COVID-19, and that the grant be paid out from the funds the Village of Viscount received under the Safe Restart program.

Handwritten signature of Melissa Dieno
Mayor - Melissa Dieno

Handwritten signature of Ferne Hebig
Administrator - Ferne Hebig

CARRIED

- 2021-061 *Tax Title Property – Public Tender*  
*Young A:* THAT we hire the Village Auditor, Jensen Stromberg, to manage the public tender process to publicly tender the tax enforcement property known as Lot 18 Block 11 Plan G677 at 213 Drake Ave as soon as is reasonably possible.  
CARRIED
- 2021-062 *Renew CATPC Membership*  
*Gusikoski, D:* THAT we renew our membership with the Central Area Transportation Planning Committee (CATPC).  
CARRIED
- 2021-063 *SAMA AGM Voting Delegates*  
*Gusikoski, D:* THAT the Village of Viscount appoint Ferne Hebig and Dean Schlosser as our two voting delegates for the Saskatchewan Assessment Management Agency (SAMA) with Dustin Gusikoski as an alternate if needed.  
CARRIED
- 2021-064 *Schedule of Appointments*  
*Gusikoski, M:* THAT the Schedule of appointments be approved as presented with the following changes and a copy attached hereto:
  - Addition of M. Gusikoski to the Financial Planning Committee
  - Correction of D. Gusikoski as the appointee to Viscount & District Volunteer Fire Protection
  - Addition of SAMA voting delegates from Resolution #2021-063
CARRIED
- 2021-065 *Element Water Contract Renewal*  
*Young A:* THAT we renew the contract with Element Water Systems as presented.  
CARRIED
- 2021-066 *Non-Profit Taxation Policy*  
*Gusikoski D:* THAT the Non-Profit Taxation Policy be approved as presented and is effective immediately with a copy attached hereto.  
CARRIED
- 2021-067 *Tax Exemption Request*  
*Gusikoski D:* THAT Council approve the request for tax relief from the Pioneers and Pensioners under the new Non-Profit Taxation Policy and a grant be provided to the group equivalent to the municipal portion of their 2021 property taxes once they have been levied.  
CARRIED
- 2021-068 *Fire Chief Resignation*  
*Schlosser D:* THAT we acknowledge the letter of resignation from the Fire Chief as presented.  
CARRIED
- 2021-069 *Next Meeting Date*  
*Gusikoski M:* THAT the next regular meeting of Council be changed to April 13, 2021 to begin at 6:00 pm with public notice posted as required.  
CARRIED
- ADJOURN:**  
2021-070 *Dieno M:* That this Regular Meeting of Council be adjourned at 9:02 pm.  
CARRIED



*Melissa Dieno*

Mayor - Melissa Dieno

*Ferne Hebig*

Administrator - Ferne Hebig

**Village of Viscount Agenda**  
**Regular Meeting of Council to be held on**  
**March 9, 2021, commencing at 6:00pm**

1. **Call to order**
2. **Approval of Agenda**  
Conflict of interest to be noted  
Deletions - Notice of proclamations, Delegations, Public Forum, Public Hearing
3. **Adoption of Minutes**  
Minutes of the Regular Meeting of Council held on February 9, 2021
4. **Financial Statements**
  - a. Unaudited Financial Statements Ending Feb 28, 2021
  - b. Bank Reconciliation for February 28, 2021
  - c. Accounts Receivable as at February 28, 2021
5. **Accounts Payable**
6. **General Correspondence**

SUMAssure Certificate of Insurance	CATPC Minutes
Viscount Rec Board Minutes	SGI Business Recognition Assessment
Nutrien – Awareness Letter	Letter – Simpli Insurance Lease Info
7. **Reports of Administration**
  - Water Treatment Plant Report
    - Fernand – Water Break Report
  - Backhoe – information only
  - CAO Report
8. **Mayor and councilors forum**  
Round table discussion / in camera / strategic planning
9. **Unfinished Business**
  - a. Commercial Lots – Viscount Excavation
  - b. Reserves & Investments Policy
10. **New Business**
  - a. Viscount Rec Board – 2021 Budget and COVID-19 Relief Request
  - b. Waterworks Rates Policy
  - c. Tax Title Property - List for Sale Publicly
  - d. Central Area Transportation Planning Committee (CATPC) Membership
  - e. SAMA AGM – April 8 - attendance, up to 2 voting delegates
  - f. Schedule of Council Appointments
  - g. Asset Management (Gas Tax) – Condition Assessment – Buildings
  - h. Element Water Systems – Contract Renewal
  - i. Non-Profit Tax Exemption Policy
  - j. Pioneers & Pensioners Tax Exemption Request
  - k. Fire Chief – Letter of Resignation
  - l. Animal Control – Review (Information)
  - m. Next meeting date and time
11. **Adjournment**

**Upcoming 2021 Regular Meetings of Council (held at 7:00 pm)**

April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, December 8

**Village of Viscount**  
**Statement of Financial Activities - Summary**  
For the Period Ending February 28, 2021

	Current	Year To Date	Budget	Variance	%
<b>Revenues</b>					
Taxation	(95.81)	3,678.37		3,678.37	
Fees and Charges	1,351.49	17,802.91		17,802.91	
Utilities	11,319.10	22,858.00		22,858.00	
Grants in Lieu of Taxes	2,524.86	4,641.22		4,641.22	
Investment Income and Commissions		18.69		18.69	
<b>Total Revenues:</b>	<b>15,099.64</b>	<b>48,999.19</b>	<b>0.00</b>	<b>48,999.19</b>	<b>0.00</b>
<b>Expenditures</b>					
General Government Services	19,215.92	28,366.15		(28,367.27)	
Protective Services	625.17	915.17		(915.17)	
Transportation Services	4,818.99	5,258.64		(5,258.62)	
Environmental Health Services	884.81	884.81		(884.81)	
Recreation and Cultural Services		843.20		(843.20)	
Utilities	8,173.89	10,664.66		(10,804.02)	
<b>Total Expenditures:</b>	<b>33,718.78</b>	<b>46,932.63</b>	<b>0.00</b>	<b>(47,073.09)</b>	<b>0.00</b>
<b>Change in Net Financial Assets</b>	<b>(18,619.14)</b>	<b>2,066.56</b>	<b>0.00</b>	<b>1,926.10</b>	<b>0.00</b>
<b>Change in Net Assets</b>	<b>(18,619.14)</b>	<b>2,066.56</b>	<b>0.00</b>	<b>1,926.10</b>	<b>0.00</b>
<b>Change in Surplus</b>	<b>(18,619.14)</b>	<b>2,066.56</b>	<b>0.00</b>	<b>1,926.10</b>	<b>0.00</b>

**Account Balances**

**Cash**

	Current	Year to Date	Balance
Cash - On Hand - Petty Cash			250.00
Cash - Bank - Demand	(4,296.46)	(411.55)	119,703.07
Cash - Plan 24			0.01
Cash - Credit Union Shares			5.00
VRB - Cash			51,800.91
W&S - High Interest Savings (RBC)		18.69	100,677.28
<b>Total Cash:</b>	<b>(4,296.46)</b>	<b>(392.86)</b>	<b>272,436.27</b>

**Municipal Taxes Receivable**

Municipal - Tax Receivable - Current	(1,755.85)	(3,039.55)	(3,039.55)
Municipal - Tax Receivable - Arrears	(1,760.85)	(2,169.96)	27,657.68
Municipal - Allow. for Uncollected			(2,435.69)
<b>Total Municipal Taxes Receivable:</b>	<b>(3,516.70)</b>	<b>(5,209.51)</b>	<b>22,182.44</b>

Certified correct and in accordance with the records

Presented to council on

*March 9/2021*  
(Date)



Melissa Dieno  
Mayor

  
Ferné Hebig  
Administrator

**Accounts Receivable**

as at February 28, 2021

**General Accounts Receivable**

Current	\$ 10,808.09
Arrears	\$ 357.50
Subtotal	\$ 11,165.59

**Taxes Receivable**

Current	-\$ 6,153.36
Arrears	\$ 33,159.36
Interest	\$ 3,766.83
Subtotal	\$ 30,772.83

**Utilities Receivable**

Water	\$ 6,976.72
Sewer	\$ 1,785.81
Infrastructu	\$ 1,214.56
Subtotal	\$ 9,977.09

**Total A/R** \$ 51,915.51

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Village of Viscount  
Bank Reconciliation - Summary

**General Account**  
For Ending Date 2021-02-28

0-110-120 - Cash - Bank - Demand  
**GL Balance to 2021-02-28**

**119,207.99**

Service Charges:		-39.22
Interest Charges:		0.00
Interest Revenue:		0.00
<b>Subtotal:</b>		<u>119,168.77</u>

Future-dated Cleared Deposits: 320.00

**Adjusted Book Balance** 119,488.77

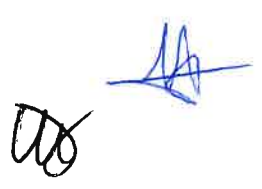
**Bank Statement Balance:** 124,659.45

Deposits in Transit:	5,770.85	
Outstanding Payments:	<u>-10,941.53</u>	
<b>Total Uncleared:</b>	<b>-5,170.68</b>	<u>-5,170.68</u>

**Adjusted Bank Balance** 119,488.77

**Notes**

JE 3-4: Pre Auth Debit Copier Fees  
JE 5-6: Reverse Journal Entries #5-6 from January's Bank Rec



Payment #	Date	Vendor Name	Reference	Payment Amount
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**Link Code: AP - AP-GENERAL OPER**

Computer Cheques:

8117	2021-02-28	Hanson, Arthur	Jan-Feb Payroll	167.62
8118	2021-02-28	Hanson, Arthur	WTP Contracted Services	258.75
8119	2021-02-28	Keith Polley	Contract Regional Operator	1,281.00
8120	2021-02-28	Wendy Prestupa	Caretaker - Contracted	225.00
8121	2021-02-28	Sask Water	Raw Water - 2430m3 (Jan2021)	1,751.35
8122	2021-02-28	SGI Auto Fund	2007 Chev Registration	1,222.34
8123	2021-02-28	SUMA	March 2021 + Retro	1,578.16
8124	2021-02-28	Viscount Rec Board 50/50	50/50 Tickets Paid by Debit	400.00
8125	2021-02-28	Viscount Recreation Board	Family Skate pd by Debit	110.00
8126	2021-02-28	Workers' Compensation Board	WCB 2021 Fees	1,510.61
8127	2021-03-02	Printing Error		0.00
8128	2021-03-02	Printing Error		0.00
8129	2021-03-02	Printing Error		0.00
8130	2021-03-02	Printing Error		0.00
8131	2021-03-02	Printing Error		0.00
8132	2021-03-02	Printing Error		0.00
8133	2021-03-02	Printing Error		0.00
34	2021-03-02	Printing Error		0.00
8135	2021-03-02	Printing Error		0.00
8136	2021-03-02	Printing Error		0.00
8137	2021-03-02	Printing Error		0.00
8138	2021-03-02	Printing Error		0.00
8139	2021-03-09	Klock Holdings Inc. O/A	Lagoon Dredging-Final Payment	51,565.25
8140	2021-03-09	Wes Niebrugge	Backflow Inspection-April2020	210.00
8141	2021-03-09	Queen's Printer Revolving Fund	Notice of Tax Assessment	30.00
8142	2021-03-09	SGI Auto Fund	2013 Trailer Registration	70.40
8143	2021-03-09	SGI Canada	Commercial Auto Pak	281.96
8144	2021-03-09	Supreme Office Products	Office SUpplies	153.91
8145	2021-03-09	Viscount Stop & Shop Grocery	Fuel/Office Supplies	113.90
8146	2021-03-09	Viscount Stop & Shop Hardware	Office Supplies	31.12

Other:

29	2021-02-25	Receiver General	February002 Payroll Remittance	1,265.18
32	2021-02-26	Receiver General	February 2021 Remittance	6.46
136	2021-02-12	Caft Payroll	February 15 Payroll	3,776.10
6294	2021-03-04	Collabria	Credit Card Charges	300.63
2053002	2021-02-12	Sask Energy	Viscount Place - Jan SaskEn	575.05
68132	2021-02-12	Sask Energy	WTP - Jan2021-SaskEnergy	872.15
8310065	2021-02-16	Sask Power	Office - Jan2021-SaskPower	91.33
13590063	2021-02-16	Sask Power	Shop - Jan2021- Power	227.31
14647304	2021-02-12	Sask Energy	Office - Jan2021-SaskEnergy	167.38
20210216	2021-02-16	Sask Tel	Shop Cell	90.08
20210228	2021-02-26	Caft Payroll	February 28,2021 Payroll	1,584.53
20210228	2021-02-24	MEPP	MEPP February 2021 Remittance	1,263.96
31080047	2021-02-16	Sask Power	Street Lights - Jan 2021 Power	714.56
31410047	2021-02-16	Sask Power	Sign Hwy 16 - Jan2021-Power	23.01
32070046	2021-02-16	Sask Power	WTP - Jan2021 - Power	1,752.90
32730044	2021-02-16	Sask Power	Viscount Place - Jan2021-Power	204.81
34380037	2021-02-16	Sask Power	Fire Hall - Jan2021-Power	261.84
73604073	2021-02-05	Sask Tel	Office - Jan 2021 IBC	360.63
73604439	2021-02-05	Sask Tel	Fire Hall - Jan 2021	111.30
82681308	2021-02-12	Sask Energy	Fire Hall - Jan2021-SaskEnergy	394.41
84647307	2021-02-12	Sask Energy	Shop - Jan2021-SaskEnergy	235.11
94476556	2021-02-05	Sask Tel	WTP - Jan22-Feb22	55.91

Total for AP: 75,296.01

Report Date  
2021-03-05 1:09 PM

Village of Viscount  
**List of Accounts for Approval**  
As of 2021-03-05  
Batch: 2021-00010 to 2021-00011

Payment #	Date	Vendor Name	Reference	Payment Amount
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Certified Correct This 9th day of March 2021.



\_\_\_\_\_  
Mayor  
Melissa Dieno



\_\_\_\_\_  
Administrator  
Ferne Hebig



**Bank Code: AP - AP-GENERAL OPER**

	Payment #	Vendor	Date	Amount
Computer Cheques	8147	Pratte's Service	2021-03-10	600.00
	8148	TSL Mechanical Inc.	2021-03-10	8,175.15
	8149	Versatile Plumbing & Heating	2021-03-10	174.83
			Total:	8,949.98
			Total for AP:	8,949.98

Payments Printed: 3

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**Village of Viscount**  
**Schedule of Appointments**

Last Updated March 9, 2021

Res#:2021-064

<b>Deputy Mayor</b>	<b>Term</b>
Dustin Gusikoski	2020-2021

<b>Council Committees</b>	<b>Appointee</b>
Administration	M. Dieno, D. Gusikoski, D. Schlosser
Financial Planning	M. Dieno, A. Young, M. Gusikoski
Infrastructure	M. Dieno, A. Young, D. Schlosser
Protective Services / Emergency Measures Organization (EMO)	M. Dieno (Chairman), M. Gusikoski, D. Gusikoski (EMO Coordinator)
Economic Development	M. Dieno, M. Gusikoski, D. Gusikoski

<b>Board Appointments / Delegations</b> <i>(by bylaw, agreement or membership)</i>	<b>Appointee/Delegate</b>
Viscount Rec Board	M. Gusikoski
Viscount & District Volunteer Fire Protection	D. Gusikoski
Health Board	A. Young
Viscount Library & Wheatland Library Board	A. Young, Alternate: M. Dieno
Community Police Planning Board	M. Dieno
REACT	M. Gusikoski, Alternate: D. Gusikoski
SUMAssure Voting Delegate	M. Dieno
SAMA Voting Delegates (2 of council/admin)	D. Schlosser, F. Hebig, Alternate: D. Gusikoski

<b>Other Appointments</b>	<b>Appointee</b>
Municipal Boards (Development Appeals Board / Board of Revision)	Clint Krismer – Chairman, Gord Krismer – Vice Chair, Cameron Duncan - Vice Chair, Christina Krismer - Member, Jeff Hutton – Member, David Lang – Member, Kirby Bodnard – Member, Brenda Lauf – Member, Pam Malach – Member
Secretary of the Board	Aileen Swenson

Signing Authority	CAO, Mayor, Deputy Mayor
Call Special Meetings	CAO, Alternate: RM of Viscount Administrator

Fire Chief	Ray Breckner
Pest Control Officer	Mark Hobbman
Building Official	Norbert Leblanc

# The Village of Viscount

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Policy Title <b>Non-Profit Taxation Policy</b>		Adopted By <b>Council</b>	Policy Number <b>028</b>	
Origin/Authority <b>Council</b>	Jurisdiction  <b>Village of Viscount</b>		Effective Date: March 9, 2021	Res: 2021-066
Reviewed By <b>Administration</b>			Amended:	

**PURPOSE:**

The Village of Viscount is committed to fairness, equity, openness, transparency and maintaining a sufficient property tax base and revenue generating capability. An exemption or abatement does not mean that the tax burden disappears, but rather it is simply shifted to other taxpayers. For this reason, the Village will not issue tax abatements or exemptions for non-profit agencies other than what is provided for in *The Municipalities Act* in respect to Churches, Regional Parks, etc.

However, in recognition that municipal taxation can create an undue burden on smaller non-profit organizations providing valuable services to the people of Viscount, a Municipal Non-Profit Taxation Grant has been made available under certain conditions. To ensure that it is the charitable non-profit organization benefitting from the grant, *only charitable non-profit organizations may apply.*

**ELIGIBILITY:**

In order to be eligible for the Municipal Non-Profit Taxation Grant, a non-profit or charitable organization **must fill ALL** of the following criteria:

- The organization must be a registered non-profit organization within the Province of Saskatchewan or a registered charity with the government of Canada.
- The organization must exist for Charitable and Benevolent Purposes such as the relief of poverty, social housing, the advancement of education, the advancement of religion or any other purpose of community service deemed beneficial to the community by the Village of Viscount.
- The percentage of use of the property for charitable and benevolent purposes must be more than 60 percent of the time it is in use. Grant funding may be partial depending on the percentage of charitable use.
- The taxes on the property in question must have been paid in full prior to application for the grant, regardless of ownership.
- All other Village of Viscount accounts for the non-profit organization must be in good standing.

**AND ONE of the following MUST apply:**

- The organization **MUST** own the property, meaning that the organization must be the owner on title with the Province of Saskatchewan; or
- The organization **MUST** have a valid lease under the name of the organization specifying that the organization is responsible for payment of the property taxes or a receipt in the name of the organization proving they paid the property taxes.




**REQUIREMENTS:**

In order to apply for the grant, the non-profit must submit the following along with their application:

- i. The organization's business number or charitable registration number.
- ii. Copy of the organization's prior year financial statements to demonstrate the need for the funding.
- iii. For leased properties, a copy of a signed valid lease for the term of the tax year in question.
- iv. Proof that the taxes for the property in question were paid for by the applicant.
- v. If the organization is less than five years old, a business plan or other document explaining the organization's mission, goals and expected outcomes, and the signed minutes from the meeting where the resolution was passed to apply for this grant.
- vi. Council may, by unanimous resolution, choose to consider requests that do not meet all of the requirements listed herein.

**PROCESS:**

The organization must submit a grant application including the requirements listed herein to the Municipal Office no later than November 1st of each year in which it is requesting the grant.

- Grant applications received after November 1st in the current year may be denied.
- Grant applications not containing the required information proving eligibility and fulfillment of the requirements in herein may be denied.
- Grant applications *may not* be submitted for prior years.
- Grant funding is allotted based on level of need and funding availability.
- Funding may not always be at the full value of or reflect the actual municipal taxes paid.
- Prior year approval does not imply future years will be approved. Organizations must reapply each year.

Successful applicants will be notified by November 30th of each year or within 30 days of receipt of their application, whichever is less. Grants will be paid out to the organization prior to December 31st year end or within 30 days of notification of a successful application, whichever is sooner.

