

Village of Viscount

Minutes for the Regular Meeting of Council held on the
20th day of April 2021 at 6:00 p.m.

PRESENT: Mayor: Melissa Dieno
Councillors: Dustin Gusikoski, Mitch Gusikoski
Andrea Young
Administrator: Ferne Hebig, Cyla Quiring (6:25pm-7:03pm)
Staff: Fernand Boivin (6:00-6:30 pm)
Regrets: Councillor Dean Schlosser

CALL TO ORDER: Mayor Melissa Dieno called the Regular Meeting to order at 6:15 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:

2021-071 *Young A:* THAT the agenda be adopted as presented with deletions noted above and the addition of item "11.m Yield Signs at East Grid" under New Business, and a copy of the agenda attached hereto.

CARRIED

REPORTS OF ADMINISTRATION:

2021-072 *Gusikoski M:* THAT the reports and information presented under Reports of Administration be accepted as presented.

CARRIED

PLANNING & LEGAL DISCUSSION WITH LEGAL COUNSEL:

2021-073 *Gusikoski M:* THAT administration contact our legal counsel at Robertson Stromberg to draft a new agreement regarding the new commercial lot sub division.

CARRIED

MINUTES:

2021-074 *Gusikoski D:* THAT the minutes of the Regular Meeting of Council held on the 9th day of March, 2021 be approved.

CARRIED

2020 AUDITED FINANCIAL STATEMENTS:

2021-075 *Gusikoski D:* THAT the audited financial statements as presented by the auditor be accepted as presented and signed.

CARRIED

FINANCIAL STATEMENTS:

2021-076 *Gusikoski M:* THAT the unaudited financial statements with accounts receivable report, and bank reconciliation for the month of March 2021 be adopted as presented with summaries attached hereto.

CARRIED

PAYMENT OF ACCOUNTS:

2021-077 *Young A:* THAT the list of accounts payable from Batch 2021-00016 to Batch 2021-00024 for a total of \$77,737.78 be approved as presented and a list of payments attached hereto.

CARRIED

GENERAL CORRESPONDENCE:

2021-078 *Young A:* THAT the general correspondence received be acknowledged.

CARRIED

UNFINISHED BUSINESS:

2021-079 *Tax Title Property Tender*

Gusikoski M: THAT as no bids were received by the Auditor for the tender for the sale of tax title property known as Lot 18 Block 11 Plan G677 at 213 Drake Ave, the Village pay out the amounts owed to the school division and absorb the property into our current inventory of property for sale.

CARRIED

2021-080

Property & Tax Title Property For Sale

Gusikoski D: THAT administration be directed to price all lots for sale by the Village (including all tax title property owned), at \$1,000 per lot (plus applicable taxes) or best offer; AND FURTHERMORE THAT a policy for property tax abatement related to the sale of the lots be created as discussed and brought to Council for approval.

CARRIED



Mayor - Melissa Dieno



Administrator - Ferne Hebig

- 2021-081 *Reserves & Investments Policy*
Young A: THAT the draft Reserves & Investments Policy be approved as presented. CARRIED
- 2021-082 *Animal Control*
Gusikoski M: THAT administration prepare a repealing bylaw to repeal the Animal Control bylaw, amend the Nuisance Bylaw as discussed, draft a Complaint Policy, and prepare educational materials to be distributed regarding the new animal control procedures and return them for approval at the next meeting. CARRIED
- 2021-083 *Safe Restart Program & Library Request*
Young A: THAT we donate a desk from the old office to the Library and donate \$500 to the Library from the remaining Safe Restart Program Funds. CARRIED
- 2021-084 *Safe Restart Program - Pioneers & Pensioners*
Gusikoski M: THAT we donate \$500 to the Viscount Pioneers and Pensioners from the remaining Safe Restart Program Funds. CARRIED
- NEW BUSINESS:**
- 2021-085 *Sewer Blockage Payment Request – A. Quiring 108 Durham*
Gusikoski M: THAT the Village pay the cost of clearing the Sewer Blockage at 108 Durham as requested by A. Quiring in the amount invoiced of \$366.30 as per the Water & Sewer Administration Bylaw #2015-33. CARRIED
- 2021-086 *WUQWATR (Wascana & Upper Qu'Appelle Watersheds Association Taking Responsibility, Inc.) Membership*
Gusikoski M: THAT we do not renew the Village's \$150.00 membership with WUQATR and that cheque #008173 be cancelled. CARRIED
- 2021-087 *Community Kitchen – Cookbook Ad*
Gusikoski, D: THAT we purchase a full-page ad in the Viscount Community Kitchen Cookbook for \$150.00. CARRIED
- 2021-088 *Multi-Batch Processing - Munisoft*
Gusikoski, D: THAT the Village proceed to purchase the Multi-Batch processing extension for Accounts Payable from Munisoft as quoted. CARRIED
- 2021-089 *Bylaw Enforcement – Commissionaires Contract Renewal*
Gusikoski, D: THAT the contract with the Commissionaires for the provision of bylaw enforcement services be renewed as presented. CARRIED
- 2021-090 *Fire Hall – Used Turnout Gear*
Gusikoski M: THAT the Village authorizes the Fire Department to dispose of or donate used turnout gear as they see fit as it is replaced with new gear. CARRIED
- 2021-091 *Tax Enforcement – Proceedings to Take Title*
Dieno M: THAT TAXervice be authorized under s22(1) of *The Tax Enforcement Act* on or after Apr 21, 2021 to commence proceedings to request title with respect to the following described lands:
- | | |
|---|---------------------|
| Roll 109000 LOT 13-BLK/PAR 10-PLAN G677 EXT 0 | Title No. 138568214 |
| Roll 110000 LOT 14-BLK/PAR 10-PLAN G677 EXT 0 | Title No. 138568247 |
| Roll 111000 LOT 15-BLK/PAR 10-PLAN G677 EXT 0 | Title No. 138568315 |
| Roll 112000 LOT 16-BLK/PAR 10-PLAN G677 EXT 0 | Title No. 138568382 |
| Roll 113000 LOT 17-BLK/PAR 10-PLAN G677 EXT 0 | Title No. 138568450 |
- CARRIED
- 2021-092 *List of Land in Arrears*
Dieno M: THAT Council approve the List of Lands in Arrears as presented and a copy be attached hereto, and authorize administration to advertise the list of lands in arrears and send the list to TAXervice after first sending a courtesy letter to all owners on the list of lands in arrears as a final notice of impending tax enforcement. CARRIED


 Mayor – Melissa Dieno


 Administrator – Ferne Hebig

2021-093

Human Resources & Policy Manual

Dieno M: THAT Administration create a policy for sick leave as discussed;

AND FURTHERMORE THAT Administration be authorized to perform a review of the Viscount Policy Manual removing sections relating to Human Resources and drafting a separate Human Resources Policy Manual containing separate policies rather than a "book format" for ease of updating;

AND FURTHERMORE THAT in an effort to streamline updating of policies and procedures, Administration review the entire Policy Manual, separating policy from procedures and reference material, drafting separate policies as needed for each policy area and placing procedures and reference material in a new Quick Reference Procedure Guide for use by staff and Council;

AND FURTHERMORE THAT the above be done in close consultation with Administrator Cyla Quiring and at a pace that is comfortable for all parties.

CARRIED

2021-094

RESCINDED / REPEALED
by Res.#(R) / Bylaw #(B)
R 2021 - 118

Yield Signs at East Grid

Gusikoski M: THAT Administration prepare an amendment to the Traffic Bylaw removing all three avenues connecting to the East Boundary Grid Road from the list of yield streets and that once passed we remove the yield signs and replace them with Stop signs on the Avenues at each intersection with the East Boundary Grid Road.

CARRIED

2021-095

Next Meeting Date

Gusikoski M: THAT the next regular meeting of Council be changed to May 11th, 2021 to begin at 6:00 pm with public notice posted as required.

CARRIED

ADJOURN:

2021-096

Dieno M: That this Regular Meeting of Council be adjourned at 8:53 pm.

CARRIED



Mayor - Melissa Diemo



Administrator - Ferne Hebig

Village of Viscount Agenda
Regular Meeting of Council to be held on
April 20, 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. **Reports of Administration**
 - Water Treatment Plant Report
 - Element Water Service Report, Hydrant Replacement, Old well info
 - CAO Report
4. **Adoption of Minutes**
Minutes of the Regular Meeting of Council held on March 9, 2021
5. **2020 Audited Financial Statements and Auditor's Report**
6. **Year to Date Monthly Financials**
 - a. Unaudited Financial Statements Ending March 31, 2021
 - b. Bank Reconciliation for March 31, 2021
7. **Accounts Payable**
8. **General Correspondence**
 - RCMP Report
 - 2021 Education Property Tax Mill Rates
 - Municipal Potash Tax Sharing Estimates
 - Walker Projects
 - CATPC – AGM Postponed
 - CP Traffic Density Study
 - Assessment Notice
 -
9. **Mayor and councilors forum**
Round table discussion / in camera / strategic planning
10. **Unfinished Business**
 - a. **In-Camera Long Term Planning/Legal scheduled for 6:30 pm** Re: commercial lots/sub-division
 - b. Tax Title Property Tender – Follow-up
 - c. Reserves & Investments Policy
 - d. Animal Control
 - a) Repealing Bylaw
 - b) Nuisance Bylaw
 - c) Noise Bylaw + General Penalty Bylaw
 - d) Complaint Policy
 - e) Process & Education
 - e. Safe Restart Program Funds – used & requested
 - a) Library Funding Request
 - b) Electrostatic Sprayer
11. **New Business**
 - a. Sewer Blockage Payment Request – A. Quiring @ 108 Durham
 - b. WUQWATR (Wascana & Upper Qu'Appelle Watersheds Association Taking Responsibility, Inc.) Membership
 - c. Community Kitchen – Cookbook Fundraiser Ad
 - d. Multi-Batch Processing – Accounts Payable – Munisoft
 - e. Bylaw Enforcement – Commissionaires Contract
 - f. Fire Hall – Used Turnout Gear – Village of Plunkett
 - g. Tax Enforcement Report & Request to Proceed to take Title
 - h. List of Lands in Arrears
 - i. Dust Control – Options & Recommendations
 - j. Corporate e-mails (recommendations re: LAFOIPP & Ombudsman)
 - k. Human Resources – Policy Manual
 - l. Next meeting date and time
12. **Adjournment**

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

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



Report Date
2021-04-09 3:38 PM

Village of Viscount
List of Accounts for Approval
As of 2021-04-09
Batch: 2021-00016 to 2021-00024

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

Computer Cheques:

8150	2021-03-18	CATPC	2021 Membership	100.00
8151	2021-03-18	Element Water Systems	Service Contract	856.63
8152	2021-03-18	Viscount Recreation Board	COVID Grant - Safe Restart	12,220.59
8153	2021-03-25	Fernand Boivin	WTP Contracted Services	2,000.00
8154	2021-03-25	Fernand Boivin	WTP Contracted Services	3,000.00
8155	2021-03-31	Hanson, Arthur	WTP Contracted Services	1,533.75
8156	2021-03-31	Humboldt Fire Extinguisher	2021 Annual Maintenance	1,167.60
8157	2021-03-31	Keith Polley	Contract Regional Operator	1,281.00
8158	2021-03-31	Wendy Prestupa	Caretaker - Contracted	201.50
8159	2021-03-31	React Waste Management	2021 Operating/Capital Levy	4,810.00
8160	2021-03-31	Corporate Expross Canada Inc	Office Supplies	201.66
8161	2021-03-31	The Watrous Manitou	Notice of Assessment	242.43
8162	2021-03-31	Hanson, Arthur	March 2021 Payroll	166.04
8163	2021-04-13	Cash	Pett Cash/Cash Back	542.55
8164	2021-04-13	Element Water Systems	WTP Compressorsx3, etc.	3,416.10
8165	2021-04-13	React Waste Management	1500 React Tags @\$2.50 ea	3,750.00
8166	2021-04-13	RM Of Viscount	Snow Clearing	375.00
8167	2021-04-13	SPI Health and Safety	Fire Suppression Maintenance	310.28
8168	2021-04-13	Supreme Basics	Log Books WTP, Binders	75.77
8169	2021-04-13	TSL Mechanical Inc.	Hydrant #2 & Valve Replacement	12,210.00
8170	2021-04-13	Versatile Plumbing & Heating	Pumphouse Heater - Sensor	527.09
8171	2021-04-13	Viscount Stop & Shop Grocery	Fuel/Office Supplies	369.45
8172	2021-04-13	Viscount Stop & Shop Hardware	Materials & Supplies	1,128.64
8173	2021-04-13	WUQWATR	2021 Membership VOID per Res# 2021-086	150.00
8174	2021-04-13	Andrea Young	YTD Remuneration Mar 18, 2021	313.25

Other:

34	2021-04-06	Receiver General	March 001 Remittance	32.37
74	2021-04-06	MEPP	MEPP March 2021 Remittance	2,240.22
75	2021-04-06	Sask Water	Raw Water - 2438m3 (Feb2021)	1,751.35
138	2021-03-12	Caft Payroll	March Mid-Month Payroll	4,237.06
139	2021-03-31	Caft Payroll	March 31, 2021 Payroll	4,350.29
726	2021-04-08	Collabria	Credit Card Charges	1,147.89
752	2021-04-06	SUMA	April 2021 SUMA Benefits	1,295.81
758	2021-04-06	SUMA	MLRR Webinar (2)	94.50
793	2021-03-18	Meacham Co-op	Fuel - Diesel	916.16
202103	2021-03-23	Sask Tel	Shop Cell - March 8	90.08
375763	2021-03-16	Sask Power	Viscount Place - Feb2021-Power	178.74
388912	2021-03-16	Sask Power	Fire Hall - Feb2021-Power	123.26
392810	2021-03-16	Sask Power	OldOffice - Feb2021-SaskPower	76.05
392813	2021-03-16	Sask Power	Shop - Feb2021- Power	125.14
463019	2021-03-16	Sask Power	WTP - Feb2021 - Power	1,493.02
468944	2021-03-16	Sask Power	Sign Hwy 16 - Feb2021-Power	23.03
482371	2021-03-16	Sask Power	Street Lights - Feb 2021 Power	714.56
618008	2021-03-09	Ministry of Finance	February Remittance	695.77
623864	2021-03-16	Sask Power	Pump House Power Feb 2021	206.74
640810	2021-04-06	Ministry of Finance	March Remittance	142.42
20210309	2021-03-09	Sask Tel	Office - Feb 2021 IBC	471.93
20210315	2021-03-15	Sask Energy	Fire Hall - Feb2021-SaskEnergy	2,406.54
20210316	2021-03-16	Sask Energy	Shop - Feb2021-SaskEnergy	284.48
20210322	2021-03-31	Sask Tel	WTP - Phone March 22 2021	55.91
20210406	2021-04-06	Receiver General	March RP002 Remittance	3,635.13

Total for AP: 77,737.78

UD *AP*

Report Date
2021-04-09 3:38 PM

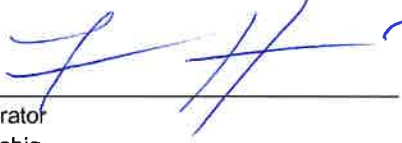
Village of Viscount
List of Accounts for Approval
As of 2021-04-09
Batch: 2021-00016 to 2021-00024

Payment #	Date	Vendor Name	Reference	Payment Amount
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Certified Correct This ^{20th} ~~12th~~ day of April 2021.



Mayor
Melissa Dieno



Administrator
Ferne Hebig

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

6a

	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation	(23.20)	3,655.17		3,655.17	
Fees and Charges	1,327.00	19,129.91		19,129.91	
Utilities	11,575.53	34,433.53		34,433.53	
Grants in Lieu of Taxes	2,650.57	7,291.79		7,291.79	
Investment Income and Commissions		34.14		34.14	
Total Revenues:	15,529.90	64,544.54	0.00	64,544.54	0.00
Expenditures					
General Government Services	8,010.06	36,376.21		(39,550.43)	
Protective Services	930.77	1,845.94		(1,839.94)	
Transportation Services	3,321.68	8,580.32		(13,936.78)	
Environmental Health Services	6,086.76	6,971.57		(6,910.87)	
Recreation and Cultural Services	9,720.59	10,563.79		(10,860.09)	
Utilities	75,112.35	85,777.01		(102,042.02)	
Total Expenditures:	103,182.21	150,114.84	0.00	(175,140.13)	0.00
Change in Net Financial Assets	(87,652.31)	(85,570.30)	0.00	(110,595.59)	0.00
Change in Net Assets	(87,652.31)	(85,570.30)	0.00	(110,595.59)	0.00
Change in Surplus	(87,652.31)	(85,570.30)	0.00	(110,595.59)	0.00

Account Balances	Current	Year to Date	Balance
Cash			
Cash - On Hand - Petty Cash			250.00
Cash - Bank - Demand	(81,964.05)	(82,375.60)	37,739.02
Cash - Plan 24			0.01
Cash - Credit Union Shares			5.00
VRB - Cash			51,800.91
Cash - Bank - Viscount Community Kitch			6,853.95
Cash - Bank - Viscount Minor Sports			12,573.65
Cash-Bank-Viscount Rec Hockey Team			647.00
Cash-Bank-Viscount Archery Club			8,191.02
Cash-Bank- VRB Trip of The Month			1,357.45
W&S - High Interest Savings (RBC)		(49,965.86)	50,692.73
CTF - High Interest Savings - RBC		50,000.00	50,000.00
Total Cash:	(81,964.05)	(82,341.46)	220,110.74
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(621.38)	(3,660.93)	(3,660.93)
Municipal - Tax Receivable - Arrears	(491.72)	(2,661.68)	27,165.96
Municipal - Allow. for Uncollected			(2,435.69)
Total Municipal Taxes Receivable:	(1,113.10)	(6,322.61)	21,069.34
Utility Accounts Receivable			
Utility Accounts Receivable	1,417.21	2,291.52	11,394.33
Total Utility Accounts Receivable:	1,417.21	2,291.52	11,394.33
General Accounts Receivable			
Accounts Receivable	(9,713.09)	(5,118.56)	1,583.46
Total General Accounts Receivable:	(9,713.09)	(5,118.56)	1,583.46

Certified correct and in accordance with the records.

Presented to council on APRIL 20, 2021
(Date)


Melissa Dieno
Mayor


Ferne Heblg
Administrator

Village of Viscount
Bank Reconciliation - Summary

General Account
For Ending Date 2021-03-31

0-110-120 - Cash - Bank - Demand
GL Balance to 2021-03-31

40,932.96

Service Charges:		-52.28
Interest Charges:		0.00
Interest Revenue:		0.00
Subtotal:		<u>40,880.68</u>

Future-dated Cleared Deposits: 80.00

Adjusted Book Balance 40,960.68

Bank Statement Balance: 50,753.19

Deposits in Transit:	434.00	
Outstanding Payments:	<u>-10,226.51</u>	
Total Uncleared:	-9,792.51	<u>-9,792.51</u>

Adjusted Bank Balance 40,960.68

Notes

VTD *JA*