

Village of Viscount

**Minutes for the Regular Meeting of Council held on the
18th day of August 2021 at 6:00 p.m.**

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

CALL TO ORDER: Mayor Melissa Dieno called the Regular Meeting to order at 6:06 p.m.

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

ADOPT AGENDA:

2021-163 *Young A:* THAT the agenda be adopted as presented with deletions noted above, and a copy of the agenda attached hereto. **CARRIED**

REPORTS OF ADMINISTRATION:

2021-164 *Gusikoski M:* THAT the administrative reports be accepted as presented. **CARRIED**

MINUTES:

2021-165 *Gusikoski D:* THAT the minutes of the Regular Meeting of Council held on the 14th day of July, 2021 be approved. **CARRIED**

FINANCIAL STATEMENTS:

2021-166 *Gusikoski M:* THAT the financial statements with receivables and bank reconciliation for the month of July 2021 be adopted as presented with summaries attached hereto. **CARRIED**

PAYMENT OF ACCOUNTS:

2021-167 *Young A:* THAT the list of accounts payable from Cheque number 8232 to 8247, Online Payment Voucher number 69 to 101 and CAFT Payroll Voucher number 146 and 150 for a total of \$94,206.21 be approved as presented and a list of payments attached hereto. **CARRIED**

GENERAL CORRESPONDENCE:

2021-168 *Schlosser D:* THAT the general correspondence received be acknowledged. **CARRIED**

UNFINISHED BUSINESS:

2021-169 *HR Sick Leave Policy*
Young A: THAT Sick Leave Policy #HR-P-2021-002 be approved as presented and a copy attached hereto; AND FURTHERMORE THAT sections 250-40.6 and 240-46 be removed from the policy manual.

Recorded vote:

for: Young A, Gusikoski D, Gusikoski M, Dieno M
against: Schlosser, D

CARRIED


Councillor Schlosser left the building at 6:47 p.m.

2021-170 *Property Investment Incentive Policy*
Dieno M: THAT the Property Investment Incentive Policy be tabled to the September meeting for further discussion and review. **CARRIED**

2021-171 *Caretaker Contract*
Gusikoski D: THAT the trial period for the contract for caretaking at the Office, Viscount Place and the Old Office be ended, and the contract officially awarded to A. Quiring for up to a 2 year period at the quoted amount of \$690.00 / month for regular cleaning including laundry service and supplies, with the understanding that extra work for annual and other "deep cleans" be billed in addition at hourly rates for the time spent. **CARRIED**



Mayor - Melissa Dieno



Administrator - Ferne Hebig

NEW BUSINESS:
2021-172

Saskatchewan Public Safety – Fire Dispatch Rates

Dieno M: THAT we authorize administration to sign the amendment to the agreement for fire dispatch rates with the Saskatchewan Public Safety Agency.

CARRIED

2021-173

Next Meeting

Dieno M: THAT the next meeting be set for September 15th, 2021 at 6:00 p.m. with notice posted accordingly.

CARRIED

ADJOURN:
2021-174

Dieno M: THAT this Regular Meeting of Council be adjourned at 7:21 p.m.

CARRIED



Mayor - Melissa Dieno

Administrator - Ferné Hebig

Village of Viscount Agenda
Regular Meeting of Council to be held on
August 18, 2021, commencing at 6:00pm

1. Call to order

2. Approval of Agenda

Conflict of interest to be noted

Deletions – Delegation, Proclamations, Public Forum, Public Hearing

3. Reports of Administration

- Foreman Report
- CAO Report
 - Tax Enforcement Update, Bylaw Enforcement Update

4. Adoption of Minutes

Minutes of the Regular Meeting of Council held on July 14, 2021

5. Year to Date Monthly Financials

- a. Financial Statements & Bank Reconciliation Ending July 31, 2021

6. Accounts Payable

7. General Correspondence

- Bill C313 M-84 Seeking Municipal Endorsement
- CATPC Minutes
- City of Mississauga - Resolution
- Ministry of Highways Info Sheet

8. Mayor and councilors forum

Round table discussion / in camera / strategic planning

9. Unfinished Business

- a. Sick Leave Policy
- b. Property Tax Incentive Policy
- c. Caretaker Contract
- d. Viscount Non-Profit Housing – Update - Verbal

10. New Business

- a. Preliminary Street Dance Report
- b. Fire Dispatch Service Amendment
- c. Dust Control Review - Verbal
- d. Next Meeting

11. Adjournment

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

September 8, October 13, November 10, December 8



Village of Viscount
Bank Reconciliation - Summary

General Account
For Ending Date 2021-07-31

110-110-120 - Cash - Bank - Demand

GL Balance to 2021-07-31 **200,884.03**

Service Charges: -38.64
Interest Charges: 0.00
Interest Revenue: 0.00
Subtotal: 200,845.39

Future-dated Cleared Deposits: 4,900.83
Future-dated Cleared Payments: -8,575.82

Adjusted Book Balance **197,170.40**

Bank Statement Balance: **195,995.52**

Deposits in Transit: 3,555.02
Outstanding Payments: -2,380.14
Total Uncleared: 1,174.88 1,174.88

Adjusted Bank Balance **197,170.40**

Notes

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

	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation	(4,657.62)	234,231.74	268,800.00	(34,568.26)	87.14
Fees and Charges	8,888.99	36,740.95	122,550.00	(85,809.05)	29.98
Utilities	14,432.96	88,944.31	145,180.00	(56,235.69)	61.26
Grants		54,074.00	70,370.00	(16,296.00)	76.84
Grants in Lieu of Taxes	5,539.64	19,171.51	27,850.00	(8,678.49)	68.84
Investment Income and Commissions		2,257.67	670.00	1,587.67	336.97
Total Revenues:	24,203.97	435,420.18	635,420.00	(199,999.82)	68.52
Expenditures					
General Government Services	16,326.71	88,680.14	155,610.00	66,929.87	56.99
Protective Services	12,274.59	16,093.68	21,310.00	5,216.32	75.52
Transportation Services	16,245.72	47,565.24	187,490.00	139,924.76	25.37
Environmental Health Services	207.64	8,665.60	16,560.00	7,894.40	52.33
Planning and Development Services			3,240.00	3,240.00	
Recreation and Cultural Services	890.88	12,440.69	108,570.00	96,129.31	11.46
Utilities	23,938.39	172,482.27	223,600.00	51,117.73	77.14
Total Expenditures:	69,883.93	345,927.62	716,380.00	370,452.39	48.29
Change in Net Financial Assets	(45,679.96)	89,492.56	(80,960.00)	170,452.57	210.54
Change in Net Assets	(45,679.96)	89,492.56	(80,960.00)	170,452.57	210.54
Transfer to Reserves			21,600.00	21,600.00	
Change in Surplus	(45,679.96)	89,492.56	(102,560.00)	192,052.57	187.26

Account Balances	Current	Year to Date	Balance
Cash			
Cash - On Hand - Petty Cash			250.00
Cash - Bank - Demand	75,076.98	19,637.21	139,751.83
Cash - Plan 24	4,000.00	4,000.04	4,000.04
Cash - Credit Union Shares			5.00
VRB - Cash			60,393.31
Cash - Bank - Viscount Community Kitche			3,780.27
Cash - Bank - Viscount Minor Sports			3,256.94
Cash-Bank-Viscount Rec Hockey Team			647.00
Cash-Bank-Viscount Archery Club			5,827.23
Cash-Bank- VRB Trip of The Month			16,082.45
Cash-Bank-VRB 50/50			325.00
W&S - High Interest Savings (RBC)	(40,000.00)	(89,931.20)	10,746.08
W&S - Cash Savings (RBC) Flow Throug		12.88	12.88
CTF - High Interest Savings - RBC		50,000.00	50,000.00
Total Cash:	39,076.98	(16,281.07)	295,078.03
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(93,413.67)	106,898.70	129,996.08
Municipal - Tax Receivable - Arrears	(2,413.91)	(11,774.03)	(5,043.77)
Municipal - Allow. for Uncollected			(2,435.69)
Total Municipal Taxes Receivable:	(95,827.58)	95,124.67	122,516.62
Utility Accounts Receivable			
Utility Accounts Receivable	1,696.90	3,238.06	12,340.87
Total Utility Accounts Receivable:	1,696.90	3,238.06	12,340.87
General Accounts Receivable			
Accounts Receivable	620.00	(3,743.27)	2,827.75
Total General Accounts Receivable:	620.00	(3,743.27)	2,827.75

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

Current Year To Date Budget Variance %

Certified correct and in accordance with the records.

Presented to council on AUGUST 18, 2021
(Date)



Melissa Diemo
Mayor



Ferne Hebig
Administrator

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - AP-GENERAL OPER				
Computer Cheques:				
8232	2021-07-13	Mayer, Aidan	PAYROLL - July 5-12 (38.5 hrs)	458.90
8233	2021-07-29	Chalifoux, Drayden	Payroll July 2021 - Drayden	1,334.96
8234	2021-08-04	ALIYSHA Enterprises Ltd	Sewer-Granular CI-444 (12x1kg)	308.18
8235	2021-08-04	Chalifoux, Drayden	August Advance 2021 - Drayden	900.00
8236	2021-08-04	Element Water Systems	Service Contract	2,563.46
8237	2021-08-04	Enviroway Detergent Mfg. Inc.	Sodium Hypochlorite	120.75
8238	2021-08-04	Hanson, Arthur	WTP Contracted Services	281.25
8239	2021-08-04	Hanson, Arthur	July 2021 Payroll	483.67
8240	2021-08-04	McGill's Industrial Service	Flush Sewer Line - Blockage	7,893.27
8241	2021-08-04	Keith Polley	Contract Regional Operator	1,291.50
8242	2021-08-04	Robertson Stromberg LLP	Commercial Lot Dev. - VE	3,534.80
8243	2021-08-18	Element Water Systems	Service Contract June	856.63
8244	2021-08-18	Small Town Electric Corp.	Power Service by CP Rail	2,422.16
8245	2021-08-18	Triod Supply 2011 Ltd.	Mower & Bushhog Blades	548.76
8246	2021-08-18	Viscount Stop & Shop Grocery	Fuel/Office Supplies	339.14
8247	2021-08-18	Viscount Stop & Shop Hardware	Shop Materials & Supplies	1,078.37
Total for AP:				24,415.80

Bank Code: AP-ONLINE - AP-ONLINE

Computer Cheques:				
69	2021-07-30	Collabria	Credit Card Charges	1,147.89
70	2021-07-30	MEPP	MEPP June 2021 Remittance	2,185.92
71	2021-07-30	Receiver General	June RP001 Remittance	175.63
72	2021-07-30	Receiver General	June RP002 Remittance	3,329.59
73	2021-07-30	Sask Energy	WTP - June2021-SaskEnergy	607.51
74	2021-07-30	Sask Energy	Shop - Jun2021-SaskEnergy	63.70
75	2021-07-30	Sask Energy	Fire Hall - Jun2021-SaskEnergy	68.54
76	2021-07-30	Sask Energy	Lib/OldOff-Jun 2021 SaskEnergy	56.84
77	2021-07-30	Sask Energy	Viscount Place - Jun SaskEn	96.42
78	2021-07-30	Sask Power	WTP -June 2021 - Power	1,793.23
79	2021-07-30	Sask Power	Street Lights - Jun 2021 Power	714.56
80	2021-07-30	Sask Power	Sign Hwy 16 - Jun2021-Power	23.03
81	2021-07-30	Sask Power	OldOffice/Lib Jun-SaskPower	65.25
82	2021-07-30	Sask Power	SHOP - Jun2021- Power	73.51
83	2021-07-30	Sask Power	Fire Hall - Jun2021-Power	91.59
84	2021-07-30	Sask Power	Viscount Place - Jun2021-Power	121.60
85	2021-07-30	Sask Power	Pump House Power Jun 2021	224.86
86	2021-07-30	Sask Tel	Fire Hall Phone - July 8 2021	112.34
87	2021-07-30	Sask Tel	WTP - Phone July 8 2021	90.86
88	2021-07-30	Sask Tel	Office - July 2021 Internet	88.75
89	2021-08-04	MEPP	MEPP July 2021 Remittance	2,258.44
90	2021-08-04	Ministry of Finance	June Remittance	1,130.44
91	2021-08-04	Ministry of Finance	July Remittance	18,812.47
92	2021-08-04	Ministry of Finance	July Remittance	2,906.78
93	2021-08-04	Ministry of Finance	June Remittance	6,657.24
94	2021-08-04	Receiver General	July RP001 Remittance	74.37
95	2021-08-04	Receiver General	July RP002 Remittance	3,523.80
96	2021-08-04	Sask Water	Raw Water - 3165 m3 (Jun2021)	2,281.08
97	2021-08-04	SUMA	August 2021 SUMA Benefits	1,295.81
98	2021-08-18	Len's Hauling Ltd	RAS Recycled Asphalt Shingles	2,331.00
99	2021-08-18	Meacham Co-op	Fuel - Diesel	909.93
100	2021-08-18	Sask Water	Raw Water - 3406 m3 (Jul2021)	2,454.77
101	2021-08-18	Success Office Systems	Photocopies	523.15
Total for AP-ONLINE:				56,290.90

Bank Code: CAFT - CAFT

Computer Cheques:				
146	2021-07-30	Caft Payroll	July 15 Mid Month Payroll	4,396.55
147	2021-07-30	Caft Payroll	July 30, 2021 Payroll	4,326.71
148	2021-08-04	Caft Payroll	Aug 15 Mid Month Payroll	3,400.00

Report Date
2021-08-18 4:33 PM

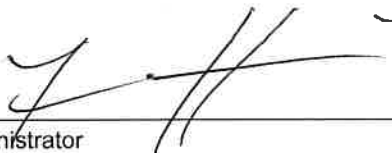
Village of Viscount
List of Accounts for Approval
As of 2021-08-18
Batch: 2021-00057 to 2021-00066

Payment #	Date	Vendor Name	Reference	Payment Amount
149	2021-08-04	Quiring, Angela	July 2021 Caretaking	863.75
150	2021-08-04	Quiring, Angela	June 2021 - 25 hrs Caretaking	512.50
Total for CAFT:				13,499.51
Grand Total:				94,206.21

Certified Correct this 18th Day of August 2021.



Mayor
Melissa Diemo



Administrator
Ferne Hebig

The Village of Viscount

Policy Title Sick Leave Policy		Adopted By Council	Policy Number HRP-002-2021
Origin/Authority Human Resources	Jurisdiction Village of Viscount		Effective Date: <i>Res 2021-169, Aug 18, 2021</i>
Reviewed By Administration			Amended:

PURPOSE

The Village of Viscount supports and encourages an atmosphere of employee productivity through consistent employee attendance in the workplace, recognizing that there will be occasions when employees require time away from work for medical reasons. The Village supports employees to live well and work well in an environment that fosters a well-balanced work and family life.

Employees are permitted up to 12 unpaid sick days per year under provincial employment standards. The Village will, through this policy, provide employees with sick time credits as a paid sick leave plan intended to be complimentary to the provided short term and long term disability insurance.

DEFINITIONS

Administration Committee is defined as the Committee created by Council to which certain members of Council, including the Mayor are appointed.

'Credits' / 'Sick Time' are defined as the paid time given or taken under the sick leave policy, tracked in hours or portions of hours.

Eligible Employee is defined as a person who is a permanent employee working 20 or more hours per week. Seasonal and casual employees are not eligible under this policy.

Immediate Family is defined for the purposes of this policy as the employee's children, spouse, sibling, parents, grandparents, grandchildren, and anyone over whom the employee has legal guardianship or a responsibility for care.

Mayor is defined as the person duly elected to the position of Mayor for the Village of Viscount, or if they are unavailable, the Deputy Mayor or another member of Council so appointed by the rest of Council to stand in the Mayor's stead.

Sick Day is defined as an eight hour work day on a scheduled day of work.

Sick Leave is defined as an absence from work due to medical necessity including but not necessarily limited to appointments, illness or injury of employee or immediately family member.

SICK LEAVE CREDIT PROVISIONS

1. Full time permanent employees working 30 or more hours per week are entitled to a bank of sick time credits each year. Employees with up to 5 years of service shall receive an annual bank of 5 paid sick days, employees with 5 or more years of service shall receive an annual bank of 7 paid sick days.
2. Part time permanent employees are eligible but the bank of paid sick time credits will be prorated based on their regular scheduled work hours.
3. Employees shall have no paid sick leave benefits during their probation period.

4. A deduction shall be made from accumulated sick time credits for all normal working hours (exclusive of stat holidays) absent from work due to medical appointments, illness or injury of themselves or an immediate family member.
5. Sick leave credits are a bank of credits to draw from that:
 - Expire on December 31st and reset to anew bank of paid sick time credits on January 1st
 - have no cash value unless taken;
 - are not eligible for pay out upon termination of employment; and
 - may be used for medically required quarantine, medical appointments, illness or injury for employees and their immediate family.
6. The most sick leave credits that can be credited for or used for any single day is 8 hours. The most sick days that can be used in a work week is five.
7. A bonus equivalent to an employee's unpaid (not taken) sick time credits shall be paid to that employee in December each year.

REGULATION & PROCEDURE

1. Inappropriate use of sick leave may result in disciplinary action.
2. Employees absent due medical appointments, illness or injury will notify or send notification to their supervisor promptly, or as soon as is reasonably possible depending on the severity or suddenness of the illness or injury. They will keep their supervisor regularly informed of their recovery for the duration of their absence.
3. Sick leave credits are:
 - paid out based on the employees scheduled workdays for the period they are absent.
 - paid out when taken at the Employee's regular wage.
 - may used in increments as small as 0.5 hours.
4. Benefits to which the employee is entitled will continue while on an approved sick leave.
5. When an employee has an illness or injury that falls during an employee's vacation leave, vacation time will be credited back to the employee and sick leave credits may be used in their place, at the request of the employee.
6. Credits will be tracked by Administration and a record of credits both issued and taken for the year to date provided to the Employee with each pay stub.

BENEFITS and OTHER LEAVES

7. Administration will notify employees who are taking a sick leave of 7 workdays or longer of the Short Term and Long Term Disability leave benefits through our insurance provider and ensure the employee is provided with the necessary forms to apply for Short Term Disability (STD) or Long Term Disability (LTD).
8. Administration will complete and submit any necessary forms or documentation required to support an employee's application for short-term or long-term disability in a timely manner.
9. Administration will advise employees about the existence of the Employee Family Assistance Program (EFAP) through our insurance provider and ensure they have the most up to date information on the program.

EXPECTATIONS & DOCUMENTATION

10. At the discretion of the CAO, Mayor or Administration Committee, an attendance review may be completed when an employee has used ten or more sick days in the current year or has had three or more occurrences where 3-5 consecutive sick days have been taken in the current year.



11. The employer reserves the right to request medical documentation to support sick leave absences lasting longer than three consecutive workdays (not including an employee's scheduled days off), or if it is the finding of an attendance review that such documentation is warranted.
12. Employees who are on an extended sick leave of more than seven workdays may be required to cooperate with a return to work program that is supported by medical documentation and as may be negotiated with the Administration Committee
13. The employer reserves the right to request medical documentation at any time for any absence.
14. Absences of seven or more work days due to illness or injury will automatically require a medical documentation prior to the employee's return verifying that the employee, for the duration of their sick leave, was unable to carry out the duties of their position due to the illness or injury. The employee may request a copy of their approved job description to present to their medical practitioner for the purposes of determining their ability to perform their duties.
15. The employer reserves the right to withhold payment of sick leave credits where medical evidence has been requested and not provided in a timely manner.
16. Employees who fail to return to work when scheduled to do so or fail to provide the medical documentation requested in a timely manner may be subject disciplinary action.
17. The employer will cover the cost of provision of the medical documentation requested. Medical documentation will be maintained in the employee's confidential corporate employee file.
18. If the employee requires accommodations in the workplace, medical documentation will be required to outline the accommodation requested.

DEVIATIONS from POLICY

19. Deviations from this policy are to be approved by the Administration Committee and decisions to be communicated to the Employee by the Mayor and requests made vice versa. Decisions of the Administration Committee may be informal, and obtained or communicated by way of text, electronic message, or email but in any case, documentation shall be kept in the employee's confidential file regarding any decisions.

