

Resort Village of Elk Ridge
Agenda
April 18, 2024 10:00 am – Regular Meeting – Elk Ridge Resort

1. Call to Order – The Mayor called the meeting of Council to order.

2. Approval of Agenda:

MOTION: That the agenda for this meeting be approved as presented.

3. Adoption of Minutes:

3.1 Minutes of the March 21, 2024 Regular Meeting

MOTION: That the Minutes of the March 21, 2024 Regular Meeting be approved as presented.

4. Declaration of Conflict of Interest:

5. Delegations Scheduled:

6. Public Hearings:

7. Public Acknowledgements:

8. Business Arising from Minutes:

8.1 Purchasing Policy

9. New Business:

9.1 NCSMMC Annual Meeting

9.2 UMAAS Convention – May 28 – 31, 2024

9.3 Appointment of CAO as Returning Officer for the July 27, 2024 election

9.4 Banking decision

10. Motions:

11. Administration Reports:

11.1 CAO Report

12. Financial Report

12.1 Financial Report (Detailed & Summary), Bank Reconciliation, Balance Sheet, Payment Register

13. Reading of Bylaw(s):

13.1 Bylaw No. 2024-01 A Bylaw to Establish Property Tax Penalties

13.2 Bylaw No. 2024-02 A Bylaw Respecting Building

13.3 Bylaw No. 2024-03 A Bylaw to Establish Fees for the Provision and Administering Building Demolition and Moving Permits.

14. Notice of Motion:

15. Inquiries:

16. In camera:

17. Information Items/Correspondence:

18. Adjournment



**Resort Village of Elk Ridge
Regular Council Meeting Minutes
March 21, 2024, 2024**

A regular meeting of Council held on Thursday March 21, 2024 at 10:00 a.m. in the Wine Room at Elk Ridge Resort Lodge.

Present: Mayor Garry McKay
Councillors Trudy Engel
Margaret Smith-Windsor
Ross Hewett (via Teams)

CAO Michele Bonneau

Regrets: None

1. CALL TO ORDER

Mayor McKay called the meeting to order at 10:14 a.m.

2. APPROVAL OF AGENDA

2024-28

SMITH-WINDSOR: That the agenda for this meeting be approved as amended as follows:

- 9.5 Kinetic Group Purchasing Membership
- 9.6 2022 Draft Audited Financial Statements
- 13.2 Bylaw 2024-02 Building Administration
- 13.3 Bylaw 2024-03 Building Permit Fees

ENGEL: Seconded the motion

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting – February 20, 2024

2024-29

SMITH WINDSOR: That the minutes of the February 20, 2024 Regular Council Meeting be adopted.

HEWETT: Seconded the motion

CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

5. DELEGATIONS

6. PUBLIC HEARINGS

7. PUBLIC ACKNOWLEDGEMENTS

	8. BUSINESS ARISING FROM MINUTES	
	8.1 Purchasing Policy	
2024-30	ENGEL: That Policy GG-Fi-001 Purchasing Policy be tabled to the April Meeting. HEWETT: Seconded the motion.	CARRIED
	8.2 Utility Billing Software	
2024-31	SMITH-WINDSOR: That Council approves the purchase of the Utility Billing software from Munisoft. ENGEL: Seconded the motion.	CARRIED
2024-32	ENGEL: That Council direct the CAO to provide an additional pricing report for the purchase of electronic meter reading software and technology for the next meeting. McKAY: Seconded the motion.	CARRIED
	8.3 Pubworks 3150	
2024-33	HEWETT: That Council approve the purchase of the Pubworks 3150 software. SMITH-WINDSOR: Seconded the motion.	CARRIED
	9. NEW BUSINESS	
	9.1 Board of Revision	
2024-34	ENGEL: That the RESORT VILLAGE OF ELK RIDGE appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2024, through to December 31, 2024; 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, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, and Rick Leigh. HEWETT: Seconded the motion.	CARRIED
	Secretary to the Board of Revision	
2024-35	ENGEL: That the RESORT VILLAGE OF ELK RIDGE appoints Kara Lindal with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Kara Lindal is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing. HEWETT: Seconded the motion.	CARRIED
2024-36	Development Appeals Board	

SMITH-WINDSOR: That the RESORT VILLAGE OF ELK RIDGE appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2024, through to December 31, 2024; 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, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, and Rick Leigh.
HEWETT: Seconded the motion.

CARRIED

2024-37

Secretary to the Appeals Board

SMITH-WINDSOR: That the RESORT VILLAGE OF ELK RIDGE appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Claudette McGuire is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.
HEWETT: Seconded the motion.

CARRIED

2024-38

9.2 Wapiti Library Member

SMITH-WINDSOR: That Council approve the 2024 library payment levy as set out by the Wapiti Regional Library.
ENGEL: Seconded the motion.

CARRIED

CAO and Council will recruit and appoint a community member to represent Council on the Wapiti Regional Library Board at the April meeting.

2024-39

9.3 Polling Station – School Board elections November 13, 2024

ENGEL: That the Resort Village of Elk Ridge request a polling station for the November 13, 2024 elections in our community.
HEWETT: Seconded the motion.

CARRIED

2024-40

9.4 Implementation Services for Establishing a Public Utility

SMITH-WINDSOR: That Council engage Pentelsa for implementation services for the transition of Elk Ridge Utility to a public utility under the Resort Village of Elk Ridge.
ENGEL: Seconded the motion.

CARRIED

2024-41

SMITH-WINDSOR: That Council approve the Utility Transition Steering Committee's budget of \$37,945 for Phase I and II.
ENGEL: Seconded the motion.

- CARRIED
- 2024-42 **9.5 Kinetic Group Purchasing Membership**
 SMITH WINDSOR: That the Resort Village of Elk Ridge apply for a membership in Kinetic GPO.
 HEWETT: Seconded the motion.
- CARRIED
- 9.6 Draft Audited Financial Statements**
 Circulate to all members of Council as soon as possible.
- 10. MOTIONS**
- 11. ADMINISTRATION REPORT**
- 2024-43 **11.1 Accept Administration Report**
 ENGEL: That the administrators report be accepted as presented.
 SMITH-WINDSOR: Seconded the motion.
- CARRIED
- 12. FINANCE REPORT**
- 2024-44 **12.1 Monthly Bank Reconciliation & Financial Statement**
 ENGEL: That the February Bank Reconciliation, Statement of Financial Activities, Balance Sheet and List of Accounts Paid be accepted and filed.
 SMITH-WINDSOR: Seconded the motion.
- CARRIED
- 13. READING OF BYLAWS**
- 2024-45 **13.1 Bylaw No. 2024-01 Tax Penalties**
 SMITH-WINDSOR: That Bylaw No. 2024-01 Tax Penalties be tabled to the April 18, 2024 Regular meeting.
 McKAY: Seconded the motion.
- CARRIED
- 2024-46 **13.2 Bylaw 2402-02 Building Administration**
 McKAY: That Bylaw No. 2024-02 Building Administration be tabled to the April 18, 2024 Regular meeting.
 HEWETT: Seconded the motion.
- CARRIED
- 2024-47 **13.3 Bylaw 2024-03 Building Permit Fees**
 McKAY: That Bylaw 2024-03 Building Permit Fees be tabled to the April 18, 2024 Regular meeting.
 ENGEL: Seconded the motion.
- CARRIED
- 14. NOTICE OF MOTION**

15. INQUIRIES

16. IN-CAMERA

16.1 Move To In Camera

2024-48 ENGEL: That Council move to an in-camera session at 12:23 p.m to discuss personnel.
HEWETT: Seconded the motion.

CARRIED

Present: Mayor McKay; Councillors ENGEL, SMITH-WINDSOR and HEWETT.
Michele Bonneau, CAO left the meeting at 12:35 p.m.

Reconvene to Regular Council Meeting

2024-49 SMITH-WINDSOR: That Council reconvene to the Regular Council Meeting at 12:44 p.m.

HEWETT: Seconded the motion.

CARRIED

Present: Mayor McKay; Councillors ENGEL, SMITH-WINDSOR and HEWETT.

Utility Staff

2024-50 SMITH-WINDSOR: That Council approve the offer of employment terms for Utility staff as per the confidential document dated March 17, 2024
HEWETT: Seconded the motion.

CARRIED

CAO Probation

2024-51 ENGEL: That the CAO, Michele Bonneau pass her probation.
HEWETT: Seconded the motion.

CARRIED

17. INFORMATION ITEMS/CORRESPONDENCE

17.1 Election 2024 – July 27, 2024

Review Website: <https://www.saskatchewan.ca/government/municipal-administration/elections/election-procedures>

18. ADJOURNMENT

2024-52 HEWETT: That this meeting now be adjourned at 12:49 p.m.
ENGEL: Seconded the motion

CARRIED

Mayor Garry McKay

CAO Michele Bonneau



PURCHASING POLICY

Policy Name:	Purchasing Policy	Effective Date:	
Policy Number:	GG-FI-001	Approval Date:	
Area:	General Government	Council Resolution Number:	
Department:	Finance	Replaces Policy:	
No. of Pages:	6		

1) POLICY STATEMENT

- a) The Resort Village of Elk Ridge will purchase the quality of goods desirable for the end use, to be as environmentally responsible as possible and practical, at the best value available, and to endeavor to ensure that as many suppliers as practical are given the opportunity to quote on Resort Village business.

2) PURPOSE

- a) The purpose of this policy is to outline administrative procedures and establish general guidelines for the purchase, acquisition, sale or lease of goods, services and works for the Resort Village of Elk Ridge.

3) SCOPE

- a) This policy applies to all Resort Village of Elk Ridge staff, Mayor and Council and all Committees and Boards of Council.

4) DEFINITIONS

- a) **Bid:** Is an offer to supply goods, services and works by an outside party under defined terms and conditions.
- b) **Best Value:** To establish the best value of goods/services/construction/facilities offered, bids may be evaluated not only on purchase price and total cost of ownership, but also on environmental and/or social considerations, delivery, servicing, and the capacity of the bidder to meet other criteria, all stated in the bid/proposal documents.
- c) **Contract:** A written document containing terms and conditions, signed under seal by both parties.
- d) **Purchase:** Any procurement of goods, services and works made by any department and meets the following criteria:
 - i) Conforms to a plan or program approved by Council in the budget process; and
 - ii) Complies with established spending limits as set out in this Purchasing Policy.

- e) **Emergency Operational Purchase:** Any purchase made by the CAO that is required in order to continue operations and is typically needed on short notice for repairs resulting from plant or equipment failures.
- f) **Kinetic Group Purchasing Organization (GPO):** A cooperative, purchasing organization established for Broader Public Sector and Municipal Authorities, Schools, Hospitals (MASH) entities across Canada; with the purpose of reducing procurement costs by leveraging the purchasing power of group buying by simplifying the steps for the entity to procure. CentralSource, formerly SUMAdvantage, has partnered with Kinetic GPO to provide additional purchasing power for Saskatchewan municipalities. The Resort Village is a member of this GPO organization.
- g) **Public Tender:** A process requiring the tender to be publicly advertised or through electronic tendering and the tender award be made in public at a Council meeting.
- h) **Request for Proposal (RFP):** A request to suppliers to submit innovative proposals for the supply of goods and/or services. RFPs do not bind firms to existing processes or rigid specifications, but, encourage new approaches, techniques and methods for meeting the Resort Village requirements. RFPs need not be advertised unless the value of the purchase is expected to exceed \$75,000.00. RFPs will not be opened publicly.
- i) **Sole Source Contract:** An agreement entered into by the Resort Village for the purchase of goods, services and work which has not been publicly advertised or for which written quotations or telephone quotations have not been received from more than one vendor.
- j) **Telephone/email Quotation:** A process of securing price quotations from selected vendors by telephone and/or email.
- k) **Written Quotation:** A process requiring selected vendors to submit written quotations upon request of the Resort Village. Such quotations are not advertised and are not opened publicly.

5) COMPETITIVE BIDDING POLICY

- a) When the Resort Village of Elk Ridge decides to purchase goods, services or works from outside parties, it shall do so through the competitive bidding practices as outlined below:
 - i) Public tendering may be used when the value of the purchase is expected to exceed \$20,000.00 and shall be used for purchases over \$75,000.00, subject to the direction of council and where detailed specifications are available or required, permitting the evaluation of bids against clearly stated criteria and specifications.
 - ii) Written, including email or facsimile quotations may be obtained when the value of the purchase is expected to be between \$2,000.00 and \$20,000.00.
 - iii) Telephone quotations may be obtained when the value of the purchase is not expected to exceed \$2,000.00.
 - iv) Requests for Proposals (RFPs) may be used for the procurement of goods, services and works when, in the opinion of the Resort Village, the above competitive bidding practices are not practical or advantageous to the Resort Village.

- v) Sole Source Contracts may be awarded if the acquisition is expected to be less than \$10,000.00 unless it is deemed to be in the best interests of the Resort Village to obtain written quotations.
- vi) In an effort to comply with the MASH procurement agreement, the bid must be advertised on the national electronic tendering service (www.merx.com) when purchase of goods is over \$75,000.00 or construction contract is over \$200,000.00 and the project has received provincial or federal funding.¹
- vii) In an effort to comply with the New West Partnership Trade Agreement procurement agreement, the bid must be advertised on the provincial electronic tendering service (www.sasktenders.ca) when purchase of goods and services is over \$75,000.00 or construction contract is over \$200,000.00.²
- viii) If the vendor that the Resort Village wishes to procure goods, services, or works from is a member of the Kinetic GPO, the Resort Village may choose to use that vendor without completing the above competitive bidding practices with the reasoning that Kinectic GPO has already gone through the required bidding practice.

6) TENDER/BID/PROPOSAL ACCEPTANCE CRITERIA

- a) In all cases, the Resort Village reserves the right to refuse any or all tenders, bids or proposals and shall state this on all procurement documents.
- b) Where the Resort Village decides to accept a tender or bid, it shall accept the lowest qualified tender or bid meeting its specifications, unless the tender documents set out additional and/or other acceptance criteria.
- c) Qualified means that in the sole opinion of the Resort Village, the tenderer or bidder has the expertise and ability, physically and financially, to supply or perform the goods, services or works tendered or bid, and who's past performance or references are satisfactory to the Resort Village.
- d) In the case of requests for proposals, the Resort Village shall accept the proposal which, in the sole opinion of the Resort Village, best meets the requirements of the Resort Village, unless the proposal documents set out additional and/or other acceptance criteria.

7) SPENDING AUTHORITY

- a) The operating budget approved by the Council establishes the spending authority for a program and establishes the provision for all purchases of goods, services or works for a program.
- b) The CAO shall ensure that expenditures do not exceed the approved program budgets and any change in the approved operating budget requires appropriate prior authorization as follows:

¹ http://www.newwestpartnershiptrade.ca/government_mash_sector.asp

² http://www.newwestpartnershiptrade.ca/government_procurement.asp

- i) For all revenue shortfalls, over-expenditures and expenditure reallocations from that approved in the operating estimates, the following authorization is required:
 - (1) The CAO may approve a budget variance provided the variance can be absorbed within the Resort Village's total budget;
 - (2) Council approval is required when the variance cannot be absorbed within the Resort Village's total budget; and
 - (3) Council is to be informed of any change to program or service delivery.
- c) The capital budget approved by the Council establishes the spending authority for a capital project and establishes the provision for all purchases of goods, services or works for a capital project.
- d) Department Managers shall ensure that expenditures do not exceed the approved capital budget and any change in the approved capital budget is subject to authorization by Council.
- e) Department Managers will group-purchase common items whenever possible.

8) PURCHASE AUTHORIZATION LEVELS

- a) Resort Village purchases must be made by designated Resort Village personnel, be formally documented and conform with the approved spending authorization levels.
- b) The Chief Administrative Officer (CAO) can authorize an expenditure for a single purchase for amounts up to \$100,000.00 for budgeted expenditures without further Council review.
- c) The CAO can also authorize an expenditure that meets the requirements of any agreement approved by Council in the amount determined by the agreement.
- d) The CAO does not have the authority to exceed the total net approved Resort Village budget without the knowledge and authority of Council in accordance with this policy. The CAO is responsible to report any concerns or forecasts in this regard to Council.
- e) The CAO may expend up to a maximum of \$25,000.00 on emergency operational purchases, when, due to the nature and timing of a situation, it is not practicable to acquire goods, services or work through the normal purchasing process. The CAO shall provide Council, at its next regular or committee meeting, with full details and written justification for all emergency purchases.
- f) The CAO may authorize a sole source contract, when it is deemed to be in the best interests of the Resort Village, to a maximum of \$10,000.00. Sole source contracts exceeding \$10,000.00 must be authorized by Council.

9) SOURCES OF SUPPLY

- a) The Resort Village shall endeavor to ensure that as many suppliers as practicable are given the opportunity to quote with respect to Resort Village purchases and shall attempt to obtain a minimum of three quotations. Wherever possible, Managers should try to avoid specifying exclusive products and should provide for equivalents and/or approved alternates, in an effort

to increase competition.

- b) The Resort Village will not consider suppliers/contractors whose past performance has been unsatisfactory as deemed solely by the Resort Village.
- c) Where in the opinion of the Resort Village, no competitive supply markets exist, the Managers may employ whatever value analysis and negotiation methods consistent with the intent of the overall policy, they deem appropriate to obtain acceptable products at the lowest possible price.

10) EQUAL TENDERS

- a) Where, in the opinion of the Resort Village, bids or tenders are equal, the successful bidder shall be determined by departmental preference.

11) WITHDRAWING OR AMENDING BIDS

- a) Any tender or bid may be withdrawn or amended by the bidder prior to the close of tenders or bids.

12) AWARDING CONTRACTS

- a) The CAO shall award all contracts where funds have been provided for in the approved budget and where the contract is to be awarded to the lowest qualified bidder meeting all criteria and specifications. Resort Village Council shall award contracts where:
 - i) in the case of public tenders, Administration is recommending the award of a contract to other than the lowest qualified bidder meeting established criteria and specifications.
 - ii) the lowest recommended bid would exceed the approved budget.
 - iii) funds have not been provided for in the approved budget, with the exception of purchases made under clause 6) i).
 - iv) the amount of a sole source contract exceeds \$20,000.00.
 - v) the contract award is of a controversial nature.
 - vi) the CAO, for any reason, refers the award of the contract to Resort Village Council.
- b) All unsuccessful bidders, who submitted bids in writing, shall be given written notification of the name of the successful bidder.
- c) In all cases, the Resort Village reserves the right to refuse any or all tenders or bids where it is deemed to be in the best interests of the Resort Village to do so.

13) SPECIFICATIONS

- a) The CAO shall be responsible for preparing specifications, and any changes thereto, and ensure that such specifications, or changes thereto, are as broad as practicable to assure competitive bids.
- b) Criteria that will be considered and analyzed in the award of a tender, other than and/or in addition to lowest qualified bid meeting the Resort Village's specifications, shall be clearly set out in the tender document.
- c) For the purpose of clarity to all prospective bidders, tender documents shall include a list of all criteria that will be evaluated and considered in the awarding of the contract. Staff will give

favorable consideration to the tender or quotation meeting the specifications at the lowest cost to the Resort Village, taking into consideration such factors as suitability, price, availability, parts availability, warranty and ongoing service.

- d) The CAO shall specify in the tender documents that the successful contractor shall provide the Resort Village with proof of insurance showing Commercial General Liability of no less than \$2 Million per occurrence based on the nature of the project, and have the Resort Village of Elk Ridge named as an additional insured to that policy.
- e) General contractors that complete work for the Resort Village shall provide the Resort Village with yearly proof of insurance showing Commercial General Liability of no less than \$2 Million per occurrence and have the Resort Village of Elk Ridge named as an additional insured to that policy.

14) PAYMENTS/DEPOSITS

- a) All monies forwarded with tenders/RFPs shall immediately be deposited in the Resort Village's bank account. The Resort Village shall refund the deposits submitted by unsuccessful bidders.

15) DISPOSAL OF SURPLUS ITEMS

- a) The Resort Village of Elk Ridge shall dispose of all valuable surplus items by way of public sale. The CAO may approve disposal by way of trade-in allowance, auction sale, bids or public solicitation. Exceptions must be approved in writing by the Council.

16) CONFLICT OF INTEREST

- a) No Resort Village employee shall place himself/herself or another in a position of advantage or conflict and must adhere to the Resort Village Employee Code of Conduct Policy when acquiring goods or services on behalf of the Resort Village. Potential conflicts must be referred to the CAO in advance for clarification.

17) PAYMENT OF CERTAIN EXPENDITURES

- a) In accordance with Bylaw 23 of 2022, A Bylaw to Authorize Certain Expenditures, the following are hereby authorized for payment in a timely fashion, namely:
 - i) wages and salaries payable to municipal employees;
 - ii) employee payroll deductions, including municipal contributions;
 - iii) telephone, heat, power, water, sewer and waste disposal services;
 - iv) collections on behalf of other taxing authorities;
 - v) contracts approved in current year's budget.

18) EXCEPTIONS

- a) General Exemptions from the Purchasing Policy Include:
 - i) Petty Cash Items
 - ii) Professional and Special Services
 - (1) Committee Fees

- (2) Witness Fees
- (3) Honorarium
- (4) Arbitrators
- (5) Legal Settlements
- iii) Training and Education
 - (1) Conferences
 - (2) Courses
 - (3) Conventions
 - (4) Memberships
 - (5) Seminars
 - (6) Periodicals, magazines, subscriptions
 - (7) Staff Training and Development
- iv) Employee /Council Expenses
 - (1) Travel Advances
 - (2) Meal Allowances
 - (3) Travel & Hotel Accommodation
 - (4) Related expenses
- v) Employer's General Expenses
 - (1) Licenses (vehicles, elevators, radios, etc.)
 - (2) Debenture Payments
 - (3) Grants to Agencies
 - (4) Payments of Damages
 - (5) Tax Remittances
 - (6) Charges to/from Other Government or Crown Corporations
 - (7) Advertising
 - (8) Postage, Courier Charges

<END>

DECISION ITEM

Subject	NCSMMC Annual Meeting
Council Meeting Date Presented:	April 18, 2024
Agenda Item:	9.1
Prepared By:	Michele Bonneau

BACKGROUND:

North Central Saskatchewan Waste Management Corp
Box 23045 South Hill Post Office
Prince Albert, SK, S6V 8A7

Greetings North Central Saskatchewan Waste Management Corp. Member:

NCSWMC will be holding its annual meeting on Thursday April 25, 2024.

The meeting will take place at My Place Bistro, 2345 10, Avenue West Prince Albert(2nd floor Victoria Square building by the Vic hospital).

Cocktails at 5:00pm, dinner at 6:00pm followed by the meeting.

There will be several guest speakers who will give short presentations on the state of recycling in this province and worldwide.

I cordially invite your municipal representative to this meeting.

Please pass this invitation on to your representative(s).

I request that you contact me if you are able to attend as I need to provide a number for the caterer. For more information, please do not hesitate to contact me.

Thank you.

RECOMMENDATION:

Resort Village of Elk Ridge appoint someone to attend this meeting.

Respectfully Submitted by: Michele Bonneau, CAO

--

DECISION ITEM

Subject	UMAAS Convention
Council Meeting Date Presented:	May 28 – 31, 2024
Agenda Item:	9.2
Prepared By:	Michele Bonneau

BACKGROUND:

Estimated Cost:

Registration: $\$210 + \$105 = \$315$

Hotel: $149.00 + \text{taxes \& fees} = \$170 \times 3 = \$510.00$

Mileage: $221 \text{ km} \times 2 \times \$0.68 = \$300.56$

Meals: $2 \text{ suppers, } 2 \text{ lunches} = 2 \times 23 + 2 \times 18 = \82.00

Total Estimated cost: $\$1207.56$

RECOMMENDATION:

Resort Village of Elk Ridge approve the costs of the CAO to attend the UMAAS Convention on May 28 – 31, 2024 in Saskatoon.

Respectfully Submitted by: Michele Bonneau, CAO

DECISION ITEM

Subject	Election 2024
Council Meeting Date Presented:	April 18, 2024
Agenda Item:	9.3
Prepared By:	Michele Bonneau

BACKGROUND:

Proposed Election Schedule

1. Appoint CAO as Returning Officer - **April 18, 2024**
2. Call for Nominations – **June 7, 2024**
3. Nominations Day – all nominations must be received by **2:00 pm June 22, 2024**
4. Candidate withdrawal deadline - **4:00 pm June 23, 2024**
5. *Post and Publish Abandonment of Poll – if applicable – **June 24, 2024***
6. Post and Publish Notice of Poll – **by July 6, 2024**
7. Post and Publish Notice of Advance Poll – **by July 6, 2024**
8. Advance Poll – **9:00 am – 8:00 pm - July 20, 2024**
9. **Election Day – 9:00 am – 8:00 pm – July 27, 2024**

RECOMMENDATION:

Respectfully Submitted by: Michele Bonneau, CAO

DECISION ITEM

Subject	Banking
Council Meeting Date Presented:	April 18, 2024
Agenda Item:	9.4
Prepared By:	Michele Bonneau

BACKGROUND:

I have reached out to Conexus CU and Affinity CU for a RFP on providing service to the Resort Village of Elk Ridge with the increased equity when ERU is amalgamated with the Village.

Findings:

Conexus – (Nikki Hemsworth)

Morning!

Ok, so you would Fall under Municipality so you would qualify for a Custom Package. That gives you one free Chequing account with no fee; Your Chequing accounts will be interest bearing at Prime -2.10. CAFT Fees stay the same at .50 per transaction; Credit Card limit can be raised at any time; We do offer Remote Business Pro which is a cheque scanning service. Should you wish to add either Corp to the Tel Pay list we can submit a referral for that as well.

Affinity (Jacob Flota)

Highlights:

- Prime – 3.0 % which is currently 7.2 – 3 = 4.2% daily interest on chequing account
- RCDP for remote deposit of cheques
- No service fees
- Proposal attached.

RECOMMENDATION:

- Affinity CU for the range of service and the proposal.

Respectfully Submitted by: Michele Bonneau, CAO

ADMINISTRATORS'S REPORT - April 18, 2024

<u>Date</u>	<u>ADMINISTRATION HIGHLIGHTS:</u>
Apr 2, 2024	Brent Friedt from SAMA was on site to conduct some re-assessments for 2024.
	- approximately 14 properties
	Munisoft training: Pubworks: June 6/24, Utility Billing June 3 & 10th/2024
	UMAAS Convention - May 28 - 31, 2024
	Estates Lots 13/14 currently applying for consolidation - new build in planning stages
<u>Date</u>	<u>MINUTES FOLLOW UP</u>
	Bylaw 2 and Bylaw 3 are submitted consideration - current bylaws not valid
	Finished offers of employment to Utility staff
<u>Date</u>	<u>OFFICE NOTES</u>
	purchased binding cases, binders and shredder from Village of Air Ronge - excess stock
	toured the Elk Ridge Utility building & office
<u>Date</u>	<u>HR/Personell NOTES</u>
<u>Date</u>	<u>GRANT UPDATES/UPCOMING</u>
<u>Date</u>	<u>RATEPAYER CONCERNS</u>

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending March 31, 2024

	Current	Year To Date	Budget	Variance	%
REVENUES					
TAXATION					
Municipal Taxes					
410-130-100 - Discount on Municipal Tax - Property	(140.96)	(1,188.03)		(1,188.03)	
	(140.96)	(1,188.03)	0.00	(1,188.03)	0.00
Penalties on Tax Arrears					
410-400-210 - Penalty on Mun Taxes Arrears - Proper	119.84	367.33		367.33	
	119.84	367.33	0.00	367.33	0.00
TOTAL TAXATION:	(21.12)	(820.70)	0.00	(820.70)	0.00
FEES AND CHARGES					
Other					
Tax Certificate					
420-800-100 - F&C - Tax Certificate	50.00	100.00		100.00	
	50.00	100.00	0.00	100.00	0.00
	50.00	100.00	0.00	100.00	0.00
TOTAL FEES AND CHARGES:	50.00	100.00	0.00	100.00	0.00
CONDITIONAL GRANTS					
Local					
450-400-100 - Conditional - Local - MMSW	448.35	448.35		448.35	
	448.35	448.35	0.00	448.35	0.00
TOTAL CONDITIONAL GRANTS:	448.35	448.35	0.00	448.35	0.00
TOTAL REVENUES:	477.23	(272.35)	0.00	(272.35)	0.00

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending March 31, 2024

	Current	Year To Date	Budget	Variance	%
EXPENDITURES					
GENERAL GOVERNMENT SERVICES					
Wages & Benefits					
Wages					
510-110-110 - GG - Council - Indemnity	1,150.00	3,350.00		(3,350.00)	
	1,150.00	3,350.00	0.00	(3,350.00)	0.00
510-110-230 - GG - Wages - Administrator	2,341.74	7,182.09		(7,182.09)	
	3,491.74	10,532.09	0.00	(10,532.09)	0.00
	3,491.74	10,532.09	0.00	(10,532.09)	0.00
Professional/Contract Services					
510-200-130 - GG - Cont. - Audit/Accounting		390.00		(390.00)	
510-200-150 - GG - Cont. - Assessment - SAMA		5,655.00		(5,655.00)	
510-200-190 - GG - Cont. - Office Rent	500.00	1,500.00		(1,500.00)	
510-210-120 - GG - Cont. - Council - Mileage	80.30	80.30		(80.30)	
510-210-160 - GG - Cont. - Admin Mileage	84.32	84.32		(84.32)	
510-230-100 - GG - Cont. - Insurance - General & Bor		2,139.00		(2,139.00)	
510-240-100 - GG - Cont. - Memberships & Subscripti	17.76	1,162.87		(1,162.87)	
510-250-150 - GG - Cont. - Software/Hardware Contr	395.37	1,247.59		(1,247.59)	
510-280-100 - GG - Cont. - Printer Lease/Copies	120.66	207.60		(207.60)	
510-280-150 - GG - Cont. - Mentoring	584.55	1,982.65		(1,982.65)	
510-280-170 - GG - Cont. - Assessment Appeals		472.50		(472.50)	
510-290-100 - GG - Cont. - Bank Charges	39.00	118.00		(118.00)	
	1,821.96	15,039.83	0.00	(15,039.83)	0.00
Utilities					
510-300-140 - GG - Utility - Internet	24.80	62.98		(62.98)	
510-300-141 - GG - Utility - Cell Phone	73.53	269.13		(269.13)	
	98.33	332.11	0.00	(332.11)	0.00
Maintenance, Material and Supplies					
510-410-140 - GG - M&S - Office Supplies		4.43		(4.43)	
	0.00	4.43	0.00	(4.43)	0.00
TOTAL GENERAL GOVERNMENT SERVICES	5,412.03	25,908.46	0.00	(25,908.46)	0.00
PROTECTIVE SERVICES					
FIRE PROTECTION					
Professional/Contractual Services					
525-260-100 - PS - Fire - Contract Other		186.90		(186.90)	
	0.00	186.90	0.00	(186.90)	0.00
TOTAL FIRE PROTECTION:	0.00	186.90	0.00	(186.90)	0.00
TOTAL PROTECTIVE SERVICES:	0.00	186.90	0.00	(186.90)	0.00
TRANSPORTATION SERVICES					
MAINTENANCE					
Professional/Contractual Services					
530-210-130 - TS - Contract - Snow Removal		3,319.99		(3,319.99)	
	0.00	3,319.99	0.00	(3,319.99)	0.00

Report Date
2024-04-15 5:00 PM

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending March 31, 2024

Page 3

	Current	Year To Date	Budget	Variance	%
Utilities					
530-300-110 - TS - Utility - Heat	102.19	433.01		(433.01)	
530-300-120 - TS - Utility - Power		551.56		(551.56)	
530-310-100 - TS - Utility - Power - Street Lights	849.44	2,554.04		(2,554.04)	
	951.63	3,538.61	0.00	(3,538.61)	0.00
TOTAL MAINTENANCE:	951.63	6,858.60	0.00	(6,858.60)	0.00
TOTAL TRANSPORTATION SERVICES:	951.63	6,858.60	0.00	(6,858.60)	0.00
ENVIRONMENTAL SERVICES					
Professional/Contractual Services					
540-200-110 - EH&W - Cont. - Waste Collection/Disp	307.35	1,049.09		(1,049.09)	
540-200-120 - EH&W - Cont. - Recycle Contract	429.70	1,289.10		(1,289.10)	
540-210-300 - EH&W - Cont. - Other Services	6,497.50	8,995.00		(8,995.00)	
540-210-310 - EH&W - Cont. - Waste Bin Monitoring	175.00	525.00		(525.00)	
	7,409.55	11,858.19	0.00	(11,858.19)	0.00
TOTAL ENVIRONMENTAL SERVICES:	7,409.55	11,858.19	0.00	(11,858.19)	0.00
TOTAL EXPENDITURES:	13,773.21	44,812.15	0.00	(44,812.15)	0.00
CHANGE IN NET-FINANCIAL ASSETS					
Revenues	477.23	(272.35)	0.00	(272.35)	0.00
Expenditures	13,773.21	44,812.15	0.00	(44,812.15)	0.00
CHANGE IN NET FINANCIAL ASSETS	(13,295.98)	(45,084.50)	0.00	(45,084.50)	0.00
OPERATING SURPLUS/DEFICIT (Chg in Net Asst)	(13,295.98)	(45,084.50)	0.00	(45,084.50)	0.00
CHANGE IN GENERAL SURPLUS	(13,295.98)	(45,084.50)	0.00	(45,084.50)	0.00

ACCOUNT BALANCES	Current	Year to Date	Balance
Cash and Investments			
110-110-110 - Cash - On Hand - Petty Cash			2.72
110-110-120 - Cash - Bank - Operating	(9,788.11)	(24,477.84)	(40,575.84)
110-110-130 - Cash - Bank - Term Deposit			608,000.00
110-110-140 - Cash - Reserves			120,000.00
Total Cash and Investments:	(9,788.11)	(24,477.84)	687,426.88
Municipal Taxes Receivable			
110-200-100 - Municipal - Tax Receivable - Current	(3,377.48)	(19,909.82)	(2,776.30)
110-200-110 - Municipal - Tax Receivable - Arrears	(84.07)	(706.39)	(21,474.28)
110-200-300 - Municipal Fire Levy #1 - Current	(146.77)	(1,255.20)	(687.96)
110-200-310 - Municipal Fire Levy #1 - Arrears	(4.50)	(32.19)	(1,117.25)
Total Municipal Taxes Receivable:	(3,612.82)	(21,903.60)	(26,055.79)

Report Date
2024-04-15 5:00 PM

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending March 31, 2024

Page 4

	Current	Year To Date	Budget	Variance	%
Other Receivables					
110-210-100 - Sask Rivers SD #11 Taxes Receivable	(3,026.26)	(24,227.55)	(23,721.27)		
110-300-100 - Due From Federal Gov't/Agency			6,310.35		
110-340-110 - GST Receivable - 100% Rebate	497.81	1,195.37	7,062.64		
Total Other Receivables:	(2,528.45)	(23,032.18)	(10,348.28)		

Certified correct and in accordance with the records Presented to council on

(Date)

Administrator Name
Administrator Title

Head of Council Name
Head of Council Title

March 31, 2024

Affinity Bank Balance	
As of March 31, 2024	\$ 80,659.62
Add:	
Outstanding Deposits:	\$ 448.35
Outstanding E-transfers	\$ 3,872.53
Less:	
Outstanding Cheques (See attached)	\$ 5,492.18
Reserve Transfers not Transferred Yet	\$ 60,000.00
Reconciled Balance	\$ 19,488.32
General Ledger Bank Balance at Month End (110-110-120)	\$ 19,488.32

List of Outstanding Cheques

318 Greenland Waste	\$ 773.90
CRA	\$ 425.94
Ministry of Finance	\$ 3,166.93
Sask Energy	\$ 107.30
Success Office Machines	\$ 126.35
Sask Power	\$ 891.76

Total Outstanding Cheques **\$ 5,492.18**

\$ -

Entries Needed

	DR	CR
1 Bank Charges	39.00	
Bank		46.00
Record Mar Bank Charges		

Resort Village of Elk Ridge

Payment Register

Report Date

Bank Code: Bank1 - Main Demand

Payment #	Vendor	Date	Amount
Computer Cheque 318	GREENLAND WASTE DISPOSAL LTD.	2024-03-31	<u>773.90</u>
	Total for Computer Cheque:		773.90
E-Transfer			
2024-0017	MUNISOFT	2024-03-06	415.14
2024-0018	McKay, Garry	2024-03-06	84.32
2024-0019	PENTElsa	2024-03-06	2,622.38
2024-0020	ELK RIDGE RESORT	2024-03-12	525.00
2024-0021	Gary Provencher	2024-03-12	175.00
2024-0022	BONNEAU, MICHELE	2024-03-26	84.32
2024-0023	NICOLE LERAT	2024-03-26	613.78
2024-0024	PENTElsa	2024-03-29	4,200.00
2024-0025	CANADA REVENUE AGENCY	2024-03-31	425.94
2024-0026	MINISTRY OF FINANCE	2024-03-31	<u>3,166.93</u>
	Total for E-Transfer:		13,427.95
Online Banking			
2024-0010	Sasktel	2024-03-26	89.39
2024-0011	AFFINITY MASTERCARD	2024-03-28	18.65
2024-0012	Sasktel	2024-04-09	86.36
2024-0016	SASKENERGY	2024-03-31	107.30
2024-0017	SUCCESS OFFICE SYSTEMS	2024-03-31	126.35
2024-0018	Saskpower	2024-03-31	891.76
2024-0019	Sasktel	2024-03-07	<u>12.99</u>
	Total for Online Banking:		1,332.80
	Total for Bank1:		15,534.65

Payments Printed: 25



RESORT VILLAGE OF ELK RIDGE

BYLAW NO. 2024-01

A BYLAW TO ESTABLISH PROPERTY TAX PENALTIES.

The Council of the Resort Village of Elk Ridge in the Province of Saskatchewan enacts as follows:

1) Due Date

Property and other taxes imposed by the Resort Village of Elk Ridge are deemed to be imposed on the first day of January in each year and shall be due on August 31.

2) Penalty on Arrears of Taxes

- a) Taxes which remain unpaid after the 31st day of December of the year in which they are levied shall be subject to a penalty.
- b) The method of calculating the penalty shall be a simple rate of 1.00% per month, added on the first day of each month applied to the total taxes, excluding any penalties previously added during the current year, that remain unpaid at the end of the month preceding the month in which the penalty is being applied.
- c) The penalty charges are to be added to and shall form part of the tax roll.

3) Penalty on Current Taxes

- a) Where current taxes remain unpaid after the due date noted in section 1 of this bylaw, there shall be added thereto a penalty, calculated at the rate of 1.00% of the unpaid taxes as at the first day of each month in which the penalty is being applied.
- b) The penalty charges are to be added on the first day of each month in which there are unpaid taxes.
- c) The penalty charges are to be added to and form part of the tax roll.

4) Tax Pre-Authorized Payment Plan

- a) By resolution of council, a pre-authorized payment plan for the payment of taxes may be established or revoked from time to time, which plan may be available to any taxpayer upon written application to the administrator. The said administrator may determine the form for such application and the taxpayer shall deliver such other documentation that the said administrator may reasonably require to effect the automatic debit to the designated bank account.

- b) Any taxpayer participating in the pre-authorized payment plan shall not be entitled or subject to the penalties provided by this bylaw.
- c) In the event that any taxpayer participating in the pre-authorized payment plan is in default of any payment or has arrears of taxes, the same penalties provided by this bylaw shall apply as though the taxpayer were not participating in the pre-authorized payment plan.

5) Repeal Previous Bylaw

That Bylaw 01-2022 is hereby repealed.

6) Coming into Force

This bylaw shall come into force on January 1, 2025.

Read a FIRST time this ____ day of _____, 2024.

Read a SECOND time this ____ day of _____, 2024.

Read a THIRD time and adopted this ____ day of _____, 2024.

SEAL

Mayor

CAO

RESORT VILLAGE OF ELK RIDGE

BYLAW NO. 2024-02

A BYLAW RESPECTING BUILDING

The Council of the Resort Village in the Province of Saskatchewan enacts as follows:

SHORT TITLE

1. This bylaw may be cited as the Building Bylaw.

PURPOSE OF THE BUILDING BYLAW

2. The purpose of this bylaw is to provide for the administration and enforcement of the Act, the regulations, the National Building Code of Canada, the National Energy Code of Canada for Buildings, ministerial interpretations and Saskatchewan Construction Standards Appeal Board orders and building official orders within the local authority.

INTERPRETATION/LEGISLATION

3. The following definitions which are also contained in The Construction Codes Act, The Building Code Regulations and The Energy Code Regulations shall apply in this building bylaw:
 - (a) “Act” means The Construction Codes Act.
 - (b) “Building official” means a person who holds a building official license.
 - (c) “Competent person” means a person who is recognized by the local authority as having:
 - (i) a degree, certificate or professional designation; or
 - (ii) the knowledge, experience and training; necessary to design or review the design of a building.
 - (d) “Local authority” means the LOCAL AUTHORITY.
 - (e) “NBC” means the edition and provisions of the National Building Code of Canada, including revisions, errata and amendments to it, declared to be in force pursuant to the Act and the regulations.
 - (f) “NECB” means the edition and provisions of the National Energy Code of Canada for Buildings, including revisions, errata and amendments to it, declared to be in force pursuant to the Act and the regulations.
 - (g) “Occupancy certificate” means a certificate issued with respect to the approved use or occupancy of a building.

- (h) "Owner" means:
 - (i) any person who has any right, title, estate or interest in land, improvements or premises other than that of a mere occupant, tenant or mortgagee;
 - (ii) any person, firm or corporation that controls the property under consideration; or
 - (iii) if the building is owned separately from the land on which the building is located, the owner of the building.
- (i) "Owner's representative" means any person, company, employee or contractor who has authority to act on behalf of an owner.
- (j) "Permit" means written authorization issued by the local authority or its building official in the form of a building permit.
- (k) "Plan review" means the examination of building drawings and related documents by a building official to ascertain whether those drawings and documents meet the requirements of the Act and the regulations.
- (l) "Regulations" means The Building Code Regulations and The Energy Code Regulations.
- (m) "SAMA fee" means a fee charged to the local authority by the Saskatchewan Assessment Management Agency with respect to the work.
- (n) "Value of construction" means the total costs to the owner for the building construction in its completed form and includes the cost of all building work, materials of construction, building systems, labour and overhead, and profit of the contractor and subcontractors.
- (o) "Work" means any construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of a building.

SCOPE OF THE BYLAW

- 4. This building bylaw applies to all work undertaken or to be undertaken within the geographical jurisdiction of the local authority.

GENERAL

- 5 (1) It is the duty of every owner or the owner's representative of a building in Saskatchewan to ensure that the building and work is in accordance with the Act, the regulations, any associated codes, interpretations and orders and any bylaws adopted by the local authority with which the building is associated.
- (2) It shall be the responsibility of the owner or the owner's representative to arrange for all permits, inspections and certificates required by any other applicable bylaws, Acts and regulations.

- (3) The provisions of this building bylaw apply to buildings that do not pose a hazard and are greater than 10 m² (107.6 ft²) in building area except as otherwise exempted by the Act or the regulations.

PERMIT – ISSUANCE

- 6 (1) Every application for a permit for work shall be on the form provided by the local authority, and shall be accompanied by digital set of plans and specifications of the proposed building and work.
- (2) Every permit application shall be reviewed and approved by the building official including plan review and approval.
- (3) If the work described in an application for a permit, to the best of the knowledge of the local authority or the building official, complies with the requirements of this building bylaw, the Act, or the regulations, the local authority or the building official shall, on receipt of the required fee, issue a permit on the form provided by the local authority. In addition, one set of the approved plans and specifications will be returned to the owner or the owner's representative with the permit.
- (4) A permit issued pursuant to this building bylaw must include:
 - (a) the name of the person, or company to whom the permit is issued;
 - (b) the period for which the permit is valid;
 - (c) a statement of all fees, deposits or bonds charged for the permit;
 - (d) the scope of work authorized by the permit;
 - (e) the municipal address or legal description of the property on which the work described in the permit is located;
 - (f) the buildings or portion of buildings to which the permit applies;
 - (g) the date of completion of the stages of construction for which a permit holder must inform the local authority;
 - (h) any conditions that the permit holder is required to comply with; and
 - (i) any information required by this building bylaw.
- (5) No person, or company to whom a permit is issued pursuant to the Act shall fail to comply with the terms and conditions of the permit.
- (6) Work must not commence before a permit is issued.
- (7) The permit fee shall be calculated according to the sum of following:
 - (a) a permit administration fee listed in a fee bylaw for the processing, handling and issuance of a permit;
 - (b) the fees for plan review, field inspection of construction and enforcement in accordance with a fee bylaw or the agreement between the provider of building official services and the local authority;

- (c) the fees charged by the Saskatchewan Assessment Management Agency; and,
 - (d) a deposit, if required, in an amount determined by the local authority.
- (8) If a deposit is collected it shall, on request by the owner or owner's representative, be refundable on satisfactory completion of the work or on approval of use or occupancy of the building by the local authority or the building official.
 - (9) All permit fees and deposits will be collected before the permit is issued and subject to any applicable taxes.
 - (10) The local authority or the building official may establish the value of construction for the work described in an application for a permit, for the purpose of calculating a permit fee, based on established current construction costs, the owner's or the owner's representative statement of costs or constructor's contract values, or similar methods selected by the local authority or the building official.
 - (11) It is the responsibility of the owner or the owner's representative to ensure that all notifications required by section 7 of the Act and this building bylaw are given to the local authority and that all inspections are scheduled and completed. Failure to do so may result in additional fees for follow-up inspections.
 - (12) The owner or the owner's representative will be invoiced by the local authority for additional inspection fees and payment of the inspection fees will be due on receipt of an invoice. Unpaid inspection fees will be considered a debt due to the local authority and may be recovered from the owner of the land or premises in or on which the work was carried out as per the Act.
 - (13) The local authority may, at its discretion, rebate a portion of a permit fee or deposit where work is reduced in scope or discontinued, or where other exceptional circumstances occur.

PERMITS – REFUSAL TO ISSUE

- 7 (1) The local authority may refuse to issue a permit if:
 - (a) the proposed work described on the permit application would contravene:
 - (i) the Act;
 - (ii) the regulations;
 - (iii) an order of the appeal board;
 - (iv) a written interpretation of the minister pursuant to section 8 of the Act; or
 - (v) the local authority's building bylaw;
 - (b) the person who designed or reviewed the design of a proposed building that is within the scope of Part 9 of the NBC is not a competent person;
 - (c) the person who designed or completed a design review of a proposed building that is within the scope of the NECB is not an architect or engineer;
 - (d) the application for a permit is incomplete;

- (e) any fees, deposits or bonds required pursuant to the local authority's building bylaw for the issuance of a permit have not been paid; or
 - (f) the proposed work described on the permit application would contravene any other Act, regulations or bylaw that applies to the proposed work.
- (2) Where the local authority refuses to issue a permit pursuant to subsection (1), the local authority shall:
- (a) provide written notice to the applicant as to the reasons for the local authority's refusal to issue a permit; and
 - (b) refund any fee or deposit paid as part of the permit application for work pursuant to the Act, less any fees paid for:
 - (i) plan review; and
 - (ii) permit application or administration.

PERMITS - REVOCATION

- 8 (1) The local authority may revoke a permit issued pursuant to the Act:
- (a) if the holder of the permit requests in writing that it be revoked;
 - (b) if the permit was issued on mistaken, false or incorrect information;
 - (c) if the permit was issued in error;
 - (d) subject to subsection (2), if, after 6 months after the permit's issuance, the work for which the permit was issued has not, in the opinion of the local authority's building official, been seriously commenced and no written agreement for the delay has been given by the local authority; or
 - (e) subject to subsection (2), if the work for which the permit was issued is, in the opinion of the local authority's building official, substantially suspended or discontinued for a period of more than 6 months after the permit's issuance and no written agreement for the delay has been given by the local authority.
- (2) If the local authority revokes a permit pursuant to subsection (1) it shall provide written notice to the permit holder as to the reasons for the revocation.

PERMITS - EXPIRY

- 9 (1) The expiry of a permit does not relieve the owner or the owner's representative from the obligation to complete the work approved in the permit.
- (2) All permits issued pursuant to this building bylaw shall expire on the date stated in the permit or if no date is stated:

- (a) twelve months from date of issue;
 - (b) six months from date of issue if work is not commenced within that period;
 - (c) on the date specified by the local authority if work has not seriously commenced and is suspended for a period of six months; or
 - (d) on the date specified by the local authority if work has been suspended with written permission by the local authority or building official and the agreed upon period has been exceeded.
- (3) Where a permit has expired as per subsection 9(2) and the owner or owner's representative has not completed all the work listed on a permit before the permit has expired, the building official may do one of the following:
- (a) issue a permit extension for a one-year term subject to any conditions (maximum one extension permitted);
 - (b) issue a permit renewal for a one-year term subject to any conditions or fees listed in the bylaw (two permit renewals permitted); or
 - (c) uphold the permit expiration as per section 9(2) and require the owner to apply for a new permit. New permit applications are subject to the current applicable regulations.
- (4) The local authority may revoke, extend or vary the conditions of a permit on written application of the permit holder and subject to any condition or fees listed in the bylaw.

ENFORCEMENT

- 10 The local authority or the building official may take any measures as permitted by sections 24, 25 or 26 of the Act and sections 13 and 14 of The Building Code Regulations for the purpose of ensuring compliance with this building bylaw.

NOTIFICATION

- 11 (1) The owner or the owner's representative of a building to be constructed shall ensure that the local authority is notified of:
- (a) when excavation is to be commenced;
 - (b) when the foundation is to be placed;
 - (c) when a superstructure is to be placed on the foundation;
 - (d) any other event at the time required by the permit under which work has been undertaken; and
 - (e) any other specified event at the specified time.
- (2) Before commencing work at a building site, the owner or the owner's representative shall give notice to the local authority of:

- (a) the date on which the owner or the owner's representative intends to commence the work; and
 - (b) subject to subsection (8), the name, address and telephone number of:
 - (i) the constructor or other person in charge of the work;
 - (ii) the designer of the work;
 - (iii) the person or firm that is to review the work to determine whether or not the construction conforms to the design; and
 - (iv) any inspection or testing agency that is engaged to monitor the work.
- (3) During the course of construction, the owner or the owner's representative shall give notice to the local authority of:
- (a) subject to subsection (8), any change in, or termination of, the employment of a person or firm mentioned in clause (2)(b);
 - (b) the owner's or owner's representative intent to do any work that has been ordered by a building official or local authority to be inspected during construction;
 - (c) the owner's or owner's representative intent to enclose work that has been ordered by a building official or local authority to be inspected before enclosure;
 - (d) subject to subsection (8), any proposed deviation from the plans approved and permitted by the local authority;
 - (e) subject to subsection (8), any construction undertaken that deviates from the plans approved and permitted by the local authority; and
 - (f) the completion of work.
- (4) Subject to subsection (8), the owner or the owner's representative of a building under construction shall give notice to the local authority of:
- (a) any change in ownership or change in address of the owner or the owner's representative that occurs before the issuance of an occupancy certificate as soon as the change occurs; and
 - (b) the owner's or owner's representative intention to occupy a portion of the building if the building is to be occupied in stages.
- (5) The owner of a building or the owner's agents, contractors, employees, successors or assigns or the registered owner of the land on which the building is situated shall submit a written report to the local authority of the occurrence of the following that causes or has the potential to cause serious injury or loss of life:
- (a) structural failure of the building or part of the building;
 - (b) failure of any equipment, device or appliance that is regulated by the Act or the regulations.
- (6) A report submitted pursuant to subsection (5) must:

- (a) contain:
 - (i) the name and address of the owner;
 - (ii) the address or location of the building involved in the failure;
 - (iii) the name and address of the constructor of the building; and
 - (iv) the nature of the failure; and
 - (b) be submitted to the local authority within 15 days after the occurrence of the failure mentioned in clause (5)(a) or (b).
- (7) On receipt of the report pursuant to subsection (5), the local authority may require an owner to do the following:
- (a) provide any other information that the building official or local authority may consider necessary;
 - (b) complete any additional work that is necessary to ensure compliance.
- (8) Notice given pursuant to clause (2)(b), (3)(a), (3)(d), (3)(e) or subsection (4) is to be in writing.

SPECIAL CONDITIONS

- 12 (1) An owner or the owner's representative that undertakes to construct or have constructed a building that is within the scope of Parts 3, 5, 6 and 7 of the NBC shall have an architect or engineer complete the design or design review of:
- (a) the building; and
 - (b) all building systems.
- (2) An owner or the owner's representative that undertakes to construct or have constructed a building with a structure that is within the scope of Part 4 of the NBC shall have an architect or engineer complete:
- (a) the design or design review of the structure;
 - (b) inspections of construction of the structure to ensure compliance with the design; and
 - (c) the reviews required by the NBC.
- (3) An owner or the owner's representative that undertakes to construct or have constructed a building with a structure within the scope of the NECB shall have an architect or engineer complete:
- (a) the design or design review of the structure;
 - (b) the inspection of construction of the structure to ensure compliance with the design; and
 - (c) the reviews required by the NECB.

- (4) In addition to the requirements of subsection (1), (2) or (3), the local authority or building official shall require that an engineer or architect provide:
 - (a) a Commitment for Field Review letter as part of the permit application for work; and
 - (b) an Assurance of Field Review and Compliance letter, on completion of the work, providing assurance that the work conforms to the engineer's or architect's design.
- (5) An owner or the owner's representative that undertakes to construct or have constructed a building that is within the scope of Part 9 of the NBC shall ensure that a competent person has designed or reviewed the design of the building.
- (6) An owner or the owner's representative shall ensure that copies of any inspection or review reports made pursuant to this section are made available to a building official or the local authority on the request of the building official or local authority, as the case may be.
- (7) Owner of a building or an owner's representative shall cause or allow the ground elevations of a building to be changed so as to place in contravention of the NBC:
 - (a) the building or part of the building; or
 - (b) an adjacent building.
- (8) If the property boundaries of a building lot are changed so as to place a building or part of a building in contravention of the NBC, the owner or the owner's representative shall immediately alter the building or part of the building to bring it into compliance with the NBC.
- (9) Building Permits will be required for all buildings that have sleeping accommodations.
- (10) Building Permits will be required for retaining walls greater than 4ft in differential grade height on lands not used for agricultural purposes. A design professional licensed in the Province of Saskatchewan will be required.
- (11) Building Permits will be required for decks and landings on Municipal Reserve greater than 100ft². The following standards apply to these decks and landings:
 - Section 9.8 of the National Building Code

PENALTY

- 13 (1) Any person who contravenes any of the provisions of this building bylaw may be subject to the penalties provided in Part 8 of the Act.
- (2) Conviction of a person or corporation for breach of any provision of this building bylaw shall not relieve the person or corporation from compliance with the Act and regulations.

COMING INTO FORCE AND REPEALING

14 This bylaw shall come into force on the date of approval from the *Building and Technical Standards Branch of Government Relations*.

Read a FIRST time this ____ day of _____, 2024.

Read a SECOND time this ____ day of _____, 2024.

Read a THIRD time and adopted this ____ day of _____, 2024.

SEAL

Mayor

CAO

BYLAW NO. 2024-03

A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF ADMINISTERING BUILDING, DEMOLITION AND MOVING PERMITS.

The Council of the Resort Village in the Province of Saskatchewan enacts as follows:

Short Title

- 1) This bylaw shall be referred to as the Building Administration Fee Bylaw.

Purpose

- 2) The purpose of this bylaw is to establish fees for providing services to administer building, moving and demolition permit applications.

Definitions

- 3) In this bylaw:
 - a) "Act" shall mean *The Municipalities Act*.
 - b) "Municipality" shall mean the Resort Village of Elk Ridge.

Building Permit Application Fees & Deposit

- 4) For all buildings, except decks and accessory buildings, the following fees and deposits will be collected before any building permit is issued:
 - a) an administration fee of:
 - i) \$100.00 plus taxes for residential dwellings,
 - ii) \$200.00 plus taxes for commercial & industrial buildings.
 - b) the fees for the plan review, filed inspection of construction and enforcement in accordance with an agreement between the provider of building official services and the municipality,
 - c) the fees charged by the Saskatchewan Assessment Management Agency; and,
 - d) a deposit of \$1,000.00, which will be refundable on satisfactory completion of the work or on approval of use or occupancy of the building by the Municipality's appointed building official.
- 5) For decks and accessory buildings, the following fees and deposits will be collected before any building permit is issued:
 - a) an administration fee of \$50.00 plus taxes,

- b) the fees for the plan review, filed inspection of construction and enforcement in accordance with an agreement between the provider of building official services and the municipality,
- c) the fees charged by the Saskatchewan Assessment Management Agency; and,
- d) a deposit of \$500.00, which will be refundable on satisfactory completion of the work and approval of the Municipality’s appointed building official.

Move In Permit Application Fees & Deposit

- 6) For buildings being moved into the municipality, the applicant the following fees and deposits will be collected before any move in permit is issued:
 - a) an administration fee of \$100.00 plus taxes,
 - b) a special inspection fee, mileage fee, and fees for the plan review, filed inspection of construction and enforcement in accordance with an agreement between the provider of building official services and the municipality,
 - c) the fees charged by the Saskatchewan Assessment Management Agency; and,
 - d) a deposit of \$1,000.00, which will be refundable on satisfactory completion of the work or on approval of use or occupancy of the building by the Municipality’s appointed building official.

Demolition or Removal Permit Application Fees & Deposit

- 7) For all buildings being moved out of the municipality, the following fees and deposits will be collected before any moving permit is issued:
 - a) an administration fee of \$50.00 plus taxes,
 - b) the fees charged by the Saskatchewan Assessment Management Agency; and,
 - c) a deposit of \$300.00, which will be refundable on immediate restoration of the site to a condition that is satisfactory to the Municipality.

Effective Date

8) The bylaw comes into force, and takes effect on, from and after the final passing thereof.

Read a FIRST time this ____ day of _____, 2024.

Read a SECOND time this ____ day of _____, 2024.

Read a THIRD time and adopted this ____ day of _____, 2024.

SEAL

Mayor

CAO