

Resort Village of Elk Ridge  
Agenda  
December 17, 2024 4:30 pm – Regular Meeting – Elk Ridge Resort

- 1.** Oath of Office
- 2.** Call to Order
- 3.** Approval of Agenda:
- 4.** Adoption of Minutes:
  - 4.1 Regular Meeting Minutes – November 12, 2024
  - 4.2 Special Meeting Minutes – December 6, 2024
  - 4.3 Special Meeting Minutes – December 13-14, 2024
- 5.** Declaration of Conflict of Interest:
- 6.** Delegations Scheduled:
  - 6.1 Clint Austin – Transition Project – Close Out Report
  - 6.2 Clint Austin & Scott Nesbitt – Elk Ridge Estates Condo Corp.
    - 6.2.1 2025 Pavement and Repair Contract
    - 6.2.2 Partner with Elk Ridge Estates for gravel road repair
    - 6.2.3 Development bylaws
    - 6.2.4 Access
- 7.** Public Hearings:
- 8.** Public Acknowledgements:
  - 8.1 Elk Ridge Resort – 2024 meeting space
- 9.** Business Arising from Minutes:
- 10.** New Business:
  - 10.1 Calendar of 2025 Regular Meetings of Council
  - 10.2 Board of Revision and Development Appeals Board
  - 10.3 Investments
- 11.** Motions:
- 12.** Utility Report – Russell Nelson & Terri Kowbel-Nesbitt
- 13.** Administration Reports:
  - 13.1 Administrator Report

**14. Financial Report**

14.1 Detailed Financial Report, Payments Register

14.2 Utility Financial Report

**15. Reading of Bylaw(s):**

**16. Notice of Motion:**

**17. Inquiries:**

**18. In camera:**

18.1 Clint Austin

18.2 Strategic Planning

**19. Information Items/Correspondence:**

**20. Adjournment**



**Resort Village of Elk Ridge  
Regular Meeting Minutes Council  
November 12, 2024**

**Regular meeting of Council held on Tuesday November 12, 2024 at 4:30 p.m. at Elk Ridge Resort lodge.**

Present: Mayor Margaret Smith-Windsor  
Councillors Russell Schwehr  
Jacqueline Archer  
Payton Hall

CAO Michele Bonneau  
Utility Staff Russell Nelson, Terri Kowbel-Nesbitt

**1. CALL TO ORDER**

Mayor Margaret Smith-Windsor called this regular meeting of the Council to order at 4:28 p.m..

**2. APPROVAL OF AGENDA**

2024-242 ARCHER: That the agenda be adopted as amended:  
8.2 Waste Management Depot Monitoring  
11.2 Utility Report.  
HALL: Seconded the motion

CARRIED

**3. ADOPTION OF MINUTES**

2024-243 3.1 Regular Meeting Minutes – October 15, 2024  
HALL: That the minutes of the October 15, 2024 Regular Council Meeting be adopted.  
ARCHER: Seconded the motion

CARRIED

2024-244 3.2 Special Meeting – October 22, 2024  
HALL: That the minutes of the October 22, 2024 Special Council Meeting be adopted.  
SCHWEHR: Seconded the motion

CARRIED

**4. DECLARATION OF CONFLICT OF INTEREST**

**5. DELEGATIONS**

- 5.1 Brent Friedt – SAMA 2025 Reassessment (Information)
- 5.2 Clint Austin – Last report – transition
  - 5.2.1 Engineering Services (ICIP Project) – Kinetic GPO/Association Engineering
  - 5.2.2 Public Information Policy

- 2024-245 SCHWEHR: That the Public Information for Sewer & Water Policy be adopted as presented.  
HALL: Seconded the motion  
CARRIED
- 5.2.3 Waterworks and Sewage Works Rate Policy
- 2024-246 ARCHER: That the Waterworks and Sewage Works Rate Policy be adopted as presented.  
SCHWEHR: Seconded the motion  
CARRIED
- 6. PUBLIC HEARINGS**
- 7. PUBLIC ACKNOWLEDGEMENTS**
- 8. BUSINESS ARISING FROM MINUTES**
- 8.1 By-election (Information only – Location confirmed)  
Advance Poll: November 30, 2024 – 10:00 am – 4:00 pm (The Wyld)  
Election Day: December 7, 2024 – 9:00 am – 8:00 pm (The Wyld)
- 8.2 Waste Management Depot Monitoring/Maintenance
- 2024-247 HALL: That the Contract dated March 22, 2022 between the Waste Management Site Manager and the Resort Village of Elk Ridge be increased to \$200.00/month for November – April in response to the increased demands of the service (Snow removal around community mail boxes).  
SCHWEHR: Seconded the motion  
CARRIED
- 9. NEW BUSINESS**
- 9.1 **Donation Policy**
- 2024-248 ARCHER: That the Donation Policy be adopted as presented.  
SCHWEHR: Seconded the motion  
CARRIED
- 9.2 **AIS (Aquatic Invasive Species)**  
Re: Zebra mussels  
CAO will request a presentation/communication from Parks Canada regarding this matter.
- 10. MOTIONS**
- 11. ADMINISTRATION REPORT**
- 2024-249 **11.1** ARCHER: That the Administrator’s Report be accepted as presented.  
HALL: Seconded the motion  
CARRIED
- 11.2** Utility Report – verbally presented – format to be developed.
- 12. FINANCE REPORT**
- 2024-250 **12.1** ARCHER: That the Statement of Financial Activities, Bank Reconciliation and List of Accounts be accepted and filed.  
HALL: Seconded the motion  
CARRIED

- 13. READING OF BYLAWS**
- 14. NOTICE OF MOTION**
- 15. INQUIRIES**
- 16. IN-CAMERA**
- 2024-251 ARCHER: That Council move to an in-camera session at 7:27 pm.  
SCHWEHR: Seconded the motion
- CARRIED
- Present: Mayor Smith-Windsor; Councillors Archer, Hall and Schwehr; CAO
- 2024-252 ARCHER: That Council reconvenes to Regular Council Meeting at 7:36 p.m.  
HALL: Seconded the motion
- CARRIED
- Present: Mayor Smith-Windsor; Councillors Archer, Hall and Schwehr; CAO
- 17. INFORMATION ITEMS/CORRESPONDENCE**
- 20. ADJOURNMENT**
- 2024-253 HALL: That this meeting now be adjourned at 7:40 p.m.  
ARCHER: Seconded the motion
- CARRIED

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Mayor Margaret Smith-Windsor

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CAO Michele Bonneau



**Resort Village of Elk Ridge  
Special Meeting Minutes Council  
December 6, 2024**

**Special meeting of Council held on Friday December 6, 2024 at 4:30 p.m. at Elk Ridge Resort.**

Present: Mayor Margaret Smith-Windsor (via Zoom)  
Councillors Russell Schwehr  
Payton Hall  
Jacqueline Archer

CAO Michele Bonneau  
Utility Staff Russell Nelson, Terri Kowbel-Nesbitt

Delegation Clint Austin  
Barry Anderson

**1. CALL TO ORDER**

Mayor Margaret Smith-Windsor called this special meeting of the Council to order at 4:30 p.m..

**2. APPROVAL OF AGENDA**

2024-254 ARCHER: That the agenda be adopted as presented.  
HALL: Seconded the motion

CARRIED

**3. ADOPTION OF MINUTES**

**4. DECLARATION OF CONFLICT OF INTEREST**

**5. DELEGATIONS**

**6. PUBLIC HEARINGS**

**7. PUBLIC ACKNOWLEDGEMENTS**

**8. BUSINESS ARISING FROM MINUTES**

**9. NEW BUSINESS**

**9.1 Water Treatment Plant Upgrades (Associated Engineering)**

2024-255 SCHWEHR: That Council enter into an agreement with Associated Engineering to execute Phase 1 - Preliminary Design with investigation into membrane filtration technologies to begin December 9, 2024.  
ARCHER: Seconded the motion.

CARRIED

- 12. MOTIONS
- 13. ADMINISTRATION REPORT
- 14. FINANCE REPORT
- 15. READING OF BYLAWS
- 16. NOTICE OF MOTION
- 17. INQUIRIES
- 18. IN-CAMERA
- 19. INFORMATION ITEMS/CORRESPONDENCE

2024-256

20. ADJOURNMENT

HALL: That this meeting now be adjourned at 5:40 p.m.  
ARCHER: Seconded the motion

CARRIED

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Mayor Margaret Smith-Windsor

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CAO Michele Bonneau

THE RESORT VILLAGE OF  
**ELK RIDGE**

**Resort Village of Elk Ridge  
Special Meeting Minutes Council  
December 13-14, 2024**

**Special meeting of Council held on Friday December 6, 2024 at 6:00 p.m. at Elk Ridge Resort.**

Present: Mayor Margaret Smith-Windsor  
Councillors Russell Schwehr  
Payton Hall  
Regrets Jacqueline Archer  
Daniel Levesque (Councillor-elect)  
CAO Michele Bonneau  
  
Presenters Larry Lang and Dean Yaremchuk (HR

**1. CALL TO ORDER**

Mayor Margaret Smith-Windsor called this special meeting of the Council to order at 6:00 p.m.

**2. APPROVAL OF AGENDA**

2024-257 ARCHER: That the agenda be adopted as presented.  
HALL: Seconded the motion

CARRIED

**3. ADOPTION OF MINUTES**

**4. DECLARATION OF CONFLICT OF INTEREST**

**5. DELEGATIONS**

**6. PUBLIC HEARINGS**

**7. PUBLIC ACKNOWLEDGEMENTS**

**8. BUSINESS ARISING FROM MINUTES**

**9. NEW BUSINESS**

**9.1 Strategic Planning – HMC Management Inc.**

2024-258 HALL: That Council move to an in-camera session for strategic planning at 6:03 pm  
SCHWEHR: Seconded the motion.

CARRIED

Present: Mayor Smith-Windsor, Councillors Hall and Schwehr, Councillor-elect Levesque, CAO Michele Bonneau, Facilitators Larry Lang and Dean Yaremchuk

2024-259 SCHWEHR: That Council reconvene to open session at 9:17 pm  
HALL: Seconded the motion.



Present: Mayor Smith-Windsor, Councillors Hall and Schwehr, Councillor-elect Levesque, CAO Michele Bonneau, Facilitators Larry Lang and Dean Yaremchuk

2024-260

HALL: That Council be adjourned until 8:30 am December 14, 2024.  
SCHWEHR: Seconded the motion

CARRIED

Mayor Margaret Smith-Windsor called this special meeting of the Council to order at 8:37 am on December 14, 2024..

2024-261

HALL: That Council move to an in-camera session for strategic planning at 8:39 am.  
SCHWEHR: Seconded the motion

CARRIED

Present: Mayor Smith-Windsor, Councillors Hall and Schwehr, Councillor-elect Levesque, CAO Michele Bonneau, Facilitators Larry Lang and Dean Yaremchuk

2024-262

SCHWEHR: That Council reconvene to open session at 12:20 pm  
HALL: Seconded the motion.

CARRIED

Present: Mayor Smith-Windsor, Councillors Hall and Schwehr, Councillor-elect Levesque, CAO Michele Bonneau, Facilitators Larry Lang and Dean Yaremchuk

**10. MOTIONS**

**11. ADMINISTRATION REPORT**

**12. FINANCE REPORT**

**13. READING OF BYLAWS**

**14. NOTICE OF MOTION**

**15. INQUIRIES**

**16. IN-CAMERA**

**17. INFORMATION ITEMS/CORRESPONDENCE**

**18. ADJOURNMENT**

2024-263

HALL: That this meeting now be adjourned at 12:21 p.m.  
SCHWEHR: Seconded the motion

CARRIED

## TRANSITION PROJECT – CLOSE OUT REPORT

24-Dec-13

### Summary of Planned Results

- 95% of 92 Planned Transition Tasks have been completed as of December 2024 (see Outstanding Items for list of tasks necessary for closure)
- 100% of Pentelsa commitments deliverables delivered
- The transition was over the original budgeted amount by \$22,700. This was because easement registrations were originally assumed to occur post transition. In addition, the legal closing costs, including easement legal cost, amounted to \$7,800 vs the budget amount of \$3900.
- Total potential easement costs were significantly reduced because of pro bono work provided by Roger Arnold of the Villas and by using an assortment of pre-existing surveys and drawings.

### Summary of RV Policies and Bylaws Developed as Part of Transition of Utility

1. Occupational Health & Safety and Harassment Policy
2. Water Quality Assurance and Quality Control Policy
3. Resort Village Asset Management Policy
4. Credit Card Policy
5. Manage Waterworks and Sewage Works Bylaw
6. Fees for Water and Sewer Bylaw
7. Precautionary Boil Water Advisory Policy
8. Waterworks and Sewages Works Rate Policy (guiding principles of how to set rates)
9. Public Information Document (Part VIII, Municipal Regulations, Public Reporting, Sections 50-55)
  - a. Water and Sewer Rates
  - b. Water and Sewer Capital Investment Strategy
  - c. Annual Waterworks and Sewage Works Financial Overview
  - d. Status of Financial Reserves
  - e. Annual Consumer Water Quality Report (due in January 2024 – Terri)
  - f. References to other miscellaneous documents

### List of Management Systems and Tools Developed (D) or Transferred (T)

1. Utility Budgeting Model and Tools, inclusive of Long-Range OPEX and CAPEX Plans with a 10-year outlook (T)
  - a. Used to Annual and 10 Year Budget Revenues, OPEX and schedule CAPEX projects and plans. Can be used to forecast operating surplus, deficits, reserve funds cash flows.
2. Utility Billing Model and Tools (T)
  - a. Used to model and analyze impacts resulting from changes in fee structure and consumer consumption (fixed vs variable rates, commercial, residential etc.).
3. Job Descriptions (D)
  - a. Public Works and Utilities Manager
  - b. Utility Superintendent

- c. Utility Operator
  - d. Utility Relief Operator
  - e. Utility Operator in Training
  - f. RV Occupational Health and Safety Representative
4. Grinder Pump Supply Service Agreement (T)
  5. Utility Reporting Template (D)

#### Outstanding Items for Closure of Transition Project

1. Dissolve Transition Steering Committee – Resort Village
2. Provide Consumers Reminder and Notice of Billing Changes in December and 2025 – Resort Village
3. Utility WCB Account Sale/Closure Form – Rob T.
4. Utility 2024 Audit Report – Rob
5. Submit NP40 Dissolution Form to the ISC – Rob T.

#### Pending Items to Preserve, Optimize and Sustain

1. Execute 2024 December Billing Cycle, and quarterly thereafter (New Rates for Water and Sewer) – CAO
2. Publish 2024 Consumer Water Quality Report in January 2024 – Utility Staff
3. Put portion of transferred funds from ER Utility into term deposits – CAO
4. Review and approve 2024 Utility Audit Report – Resort Village
5. Integration of Utility-RV Emergency Response Plans – Resort Village
6. Update Water and Sewer QA/QC Manual – Resort Village
7. Capture financial synergies for online subscriptions and applications (i.e. Microsoft, Go Daddy, Basecamp, MS Teams, Zoom, etc.) – Resort Village
8. Finalize Grinder Pump Supply Service Agreements with Townhouses and Villas – Resort Village
9. The CAO is the official Record Custodian of past Elk Ridge Utility Ltd Records. This must be kept until January 2031.
10. Complete the ICIP Water Treatment Plant Project by March 2027 – Resort Village
11. Develop Staff Succession Strategy and Plans – Resort Village\*
12. Develop budget 2025. Include cost and revenue impact analysis associated with cost estimates that will be provide as part of the Associated Engineering Preliminary Design Report for the ICIP WTP – Resort Village\*
13. Land acquisition for future expansion of lagoon – Resort Village
14. Refine the Resort Village GL for Utility Operations and Assets to enable integration in the 2025 Budget - CAO. Assets that the RV may want to consider putting on the balance sheet, which were not in the Elk Ridge Utility Balance Sheet:

## 2.0 Land Parcels and Titles

Item	Description	At Cost Base	Fair Market Value
1	Parcel EU (Water Plant, Office, Well Pad)	\$8,776 <sup>a</sup>	\$43,500.00 <sup>b</sup>
2	Parcel CC (Plan 01PA06245) Lagoon	\$1.00 <sup>c</sup>	\$63,700.00 <sup>b</sup>

- a. \$1.00 for Water Plant Parcel, as per 2008 ERGC Memo and \$8,775 as per 2023 Utility Financials  
b. SAMA database, Feb 26, 2024  
c. ERGC Memo, 2008

## 5.0 Tools and Equipment

Item	Description	At Cost Base	Fair Market Value
1	Gas Detector (Safety Equipment)	\$1,688.40 <sup>a</sup>	
2	Respirator (Safety Equipment)	\$3000.00	
3	Chlorometer	\$1,690.00 <sup>a</sup>	
4	Turbimeter	\$2000.00	
5	Well Depth Gauge	\$1,125.68 <sup>a</sup>	
6	First Aid Kit (Safety Equipment)	\$0.00	
7	Misc. Tools	\$0.00	\$1000.00

- a. Utility Financials, 2023

\* Pentelsa will provide a proposal for assisting the CAO with Sustainability Deliverables 11, 12 –plus an assessment of the Preliminary Design Report for the ICIP upon request.

**The Elk Ridge Estates Condo Corp would like to propose the following:**

1. Requesting the Resort Village jointly partner with the Estates in the 2025 Pavement and Repair Contract.
  - a. We have quotes and plan to execute something in June. We need the estimated area of repair for the RV. Estates will provide contractor with the total value which should bring down the unit costs significantly
  - b. Will include Engineering Oversight with Associated Engineering to ensure quality of repair.
2. Requesting whether Resort Village would like to partner with Elk Ridge Estates for gravel road repair. The Estates plans to upgrade two cul-de-sacs in the May, early June timeframe.
3. Requesting whether the RV will, in principle, adopt the Elk Ridge Estates Development bylaws as starting point for development bylaws.
  - See Articles III, IV and Appendix I in the attached Estates bylaws
  - If the RV agrees in principle, then the Estates Condo Corp offers to edit and draft the bylaws into the Resort Village Template for its pending 1,2nd and 3rd Readings.
4. Does the Resort Village require or want exclusive access of the road adjacent to unit 54 as an emergency exit? (see attached Condo Plan for location of access)

Attendees: Clint Austin, Scott Nesbitt

Thanks for your consideration,

Clint Austin

Treasurer, and Roads Committee Member for Estates Condo Board

### **Article III Construction by Unit Owners**

- 3.1 Owners wishing to build or move any structure onto their unit, make any structural changes to the exterior of an existing building, or alter the natural level of the unit must apply to the Board for prior approval by submitting a plan for their unit's development (see *Appendix 1 - Elk Ridge Estates Unit Development Plan Requirements* for details on plan submission requirements). Where applicable, owners must also obtain a building permit and comply with all requirements of the MAHJ.
  
- 3.2 Although the Board does not encourage excessive tree removal, owners may apply to engage in tree removal activities as an initial step in the development of the property prior to submission of their entire development plan; a \$2500 deposit is required with the tree removal application. Owners shall submit their complete Unit Development Plan for approval by the Board before proceeding with construction. Construction of the development (dwelling and garage) must begin within twelve (12) months of initial tree removal. Failure to commence with construction within the twelve (12) month period will result in the forfeiture of the \$2500 development deposit; if forfeited, an additional \$2500 deposit will be required before commencing construction.

- 3.3 Owners shall substantially complete construction of the dwelling and garage within two (2) years of the placement of the footings and/or foundation. Foundations for detached garages that are included as part of the minimum building requirements must be placed at the same time as the dwelling foundation. This time frame also applies to RTMs and relocated buildings.
- 3.4 Owners shall landscape their unit within one (1) year of substantial completion of the dwelling. Landscaping, which should give consideration to the natural woodland character of the entire development, includes placement of driveway and sidewalks, contouring for site drainage, shaping natural woodland areas, removing debris and deadfall, and/or planting trees, shrubs, and lawn with the intent to ensure a clean and finished appearance of the property. All disturbed areas of the property (e.g. where trees have been removed) shall be landscaped or replanted.
- 3.5 Owners shall maintain a setback for all permanent buildings and structures of at least 9.14 meters (30 feet) from the front (street side) of property line, 12.20 meters (40 feet) from the rear of the property line and 3.05 meters (10 feet) from each side of the property line. Storage sheds (and similar structures) with a floor area less than 9.29 square meters (100 square feet) may be located within the rear setback but must maintain side and rear setbacks of at least 1.5 meters (4.92 feet). Owners may apply to the Board for a variance to these setbacks. All units were surveyed and staked with iron pins at each corner during the original development. The unit owner is responsible for locating buried pins and for replacing lost pins. All setback variances that may have been approved or deemed acceptable prior to 2021 are considered to be conforming installations; any and all agreements or restrictions that formed part of those approvals or acceptance remain in effect.
- 3.6 Except in emergencies, trucks and equipment weight limits will follow the Provincial road ban and weight restrictions as applied to the municipal access road (Arne Petersen Way).
- 3.7 Owners intending to move-in an RTM shall notify the Board Chairperson a minimum of one week before the proposed move-in date.
- 3.8 With respect to damage caused to the commons during construction, moving in a building and landscaping:
  - (a) Owners are liable for all damage they, their contractors, or their service providers cause to any part of the commons; this includes damage to the road or pavement.
  - (b) Owners shall take the necessary precautions to protect the pavement edge (especially during construction) where vehicles and equipment move on and off their unit. One set of three (3) steel plates are available for use, from the Corporation, on a first come, first served basis to assist in pavement protection during construction. Transport of the steel plates is the responsibility of the owner.
  - (c) The Owner is responsible to arrange to have the pre and post construction pavement condition documented in conjunction with the construction committee prior to unit construction or early tree removal. The owner will sign off on the pre-condition report. Failure to document pre-construction damage will result in damage being assumed to be caused directly by the owners' construction and will assume financial responsibility for that damage
  - (d) Owners shall post a deposit of \$2500 when submitting their development plan for review; this may have been posted with an early tree removal application. The deposit will be refunded when development is complete (including landscaping), less the cost of repair for any damage to the commons and/or penalties for non-compliance to the development plan. Non-compliance also includes failure to complete within the timeframes indicated in Articles 3.2, 3.3, and 3.4.

- (e) The Board will pursue all means available to it to recover from the owner the cost of any damage that exceeds \$2500.
- 3.9 Owners shall ensure that:
- (a) construction materials and equipment are delivered no sooner than 90 days prior to commencement of construction and are stored neatly and safely on the owner's property during construction (the owner may apply to the Board to use the common area for temporary storage);
  - (b) garbage and debris are removed from the unit in a timely manner during construction; debris must be removed within 14 days
  - (c) excavated dirt is contained on the unit or removed;
  - (d) concrete trucks are not washed out on the common area; and
  - (e) construction materials are removed from the unit within 90 days of substantial completion of construction.
  - (f) Debris and/or dirt that is left on the road due to construction activities must be cleaned/swept/removed within 5 days.
- 3.10 Owners shall not cover any part of the commons with any structure, pavement, concrete or any other covering without written permission from the Board. Even if permission is granted, owners are responsible for the additional expense of removing such covering if there is a need to access lines or modify the drainage pattern on the commons. The Condominium Corporation shall not be liable for any damage that may result from its removal.
- 3.11 Owners shall enclose the curb stop (water and sewer valves) at the front of their unit with an approved enclosure that provides four-season access.
- 3.12 Except for those approved before August 2015, front yards cannot be fenced. Back yards may be fenced only if required for safety reasons. An owner requiring such a fence shall apply to the Board for prior approval. Such fences shall not exceed six (6) feet above the natural terrain and shall be metal other than chain link (e.g. aluminum, wrought iron) unless other materials are mutually agreed upon by adjacent neighbours and the Board.
- 3.13 Owners who have purchased units adjacent to their primary unit, may apply to the Board for approval to consolidate the two units into a single unit. Board approval does not guarantee approval by the MAHJ, nor any other agency approval, that is required by the Province to complete the unit consolidation. Additional development within the consolidated unit requires application to the Board as required for all development.
- 3.14 Owners who have purchased units adjacent to their primary unit, that is already fully developed; may apply to the Board to remove a limited area of trees for the specific purpose of extending the landscaping of the primary unit. The adjacent unit is not to be used for storage whatsoever. A deposit of \$2500 is required with the application. Compliance with Article 5.5 (a) deadfall removal, is required before the deposit will be refunded.

#### **IV Building Design Requirements**

- 4.1 All buildings, whether constructed or moved in, must meet all federal and provincial building codes, the MAHJ building requirements, and the requirements of these Condominium Corporation bylaws. The buildings' style, design, finish and color, which shall be detailed in the owner's plan



submission to the Board (see *Appendix 1 - Elk Ridge Estates Unit Development Plan Requirements*), must be compatible with the overall look of the Estates development to receive approval.

- 4.2 Minimum floor area of a one-level residence, excluding the basement and attached garage, shall be 120.77 square meters (1300 square feet). Minimum total floor area of a two-level residence, excluding the basement and attached garage, shall be 139.35 square meters (1500 square feet) with a minimum of 92.90 square meters (1000 square feet) on the main level. The height of the residence shall not exceed 10.5 meters (34.5 feet) from the highest street-facing peak to the natural grade of the lot (the natural grade of a house with an attached garage normally will be the garage floor). The height of any detached garage or outbuilding shall not exceed 5 meters (16.4 feet) and shall not be higher than the principal residence.
- 4.3 Each unit shall have at least a one-car garage. Detached garages, sheds and any other outbuilding shall match the style and color of the main dwelling.
- 4.4 Buildings also shall conform to the following:
  - (a) Roof slope on the dwelling and garage(s) shall be 5/12 or greater for a minimum of 60% of the total roof.
  - (b) Building foundations shall fit with the adjacent grade and all exposed concrete, including retaining walls, shall be finished in a manner that suits the building design and color.
  - (c) All exposed wood shall be treated, painted or stained.
  - (d) Chimneys for wood burning fireplaces, furnaces or stoves shall be fitted with a spark arrester chimney cap to prevent sparks from falling on the wooded area.
  - (e) All plumbing fixtures shall be low water use.
  - (f) Owners shall install an approved grinder pump (see Article XII *Sanitary Sewer & Water Services*)
  - (g) Owners shall install an approved water meter with an accessible exterior electronic reader.
  - (h) Owners shall display their house number in a manner that suits the house design and is visible from the street.

## Appendix 1

### Elk Ridge Estates Unit Development Plan Requirements

Owners wishing to remove trees from their lot, build or move any structure onto their unit, make any structural changes to the exterior of an existing building, or alter the natural level of the unit must apply to the Board for prior approval by submitting a plan for their unit's development. Building requirements and owner responsibilities during construction are detailed in this appendix, Article II *Construction by Unit Owners* and Article III *Building Design Requirements*.

If a unit owner is applying to initially remove trees as an early step as provided for in Article 3.2; the unit owner must submit:

- 1) lot plan indicating area of tree removal
- 2) plan to remediate any drainage issue that may arise before final development

The unit development plan shall be submitted electronically in PDF format and shall include the following:

- 1) lot plan
- 2) lot elevation plan with survey points for drainage
- 3) final drainage plan
- 4) building plan

**Lot Plan** (see Figure 1 - Sample lot plan.)

The lot plan shall show the location of all proposed buildings, driveways, decks, patios and retaining walls in relation to the required offsets (see Article 5.2).

**Lot Elevation Plan** (see Figure 2 - Sample lot elevation plan.)

The lot elevation plan shall identify elevations of the proposed structures and proposed ground level with reference to the crown of the road in front of the unit. Provide a plot of elevations representative of the unit.

**Drainage Plan** (see Figure 3 - Sample drainage plan.)

The drainage plan shall show directions, and change of elevations to confirm, drainage off the unit and the location of downspouts on the house and garage. The proposed drainage shall not adversely affect neighboring units, tree retention in the drainage area or natural drainage patterns of the development or those put in place by the Corporation. Where necessary, the owner shall incorporate swales and/or retaining walls to prevent drainage onto neighboring units. Given the surface drainage system in the Estates, owners shall be required to incorporate swales along their property lines to drain water from the commons where necessary.

**Building Plan** (see Figure 4 - Sample building plans.)

The building plan shall include the following drawings and specifications for all proposed buildings:

- a) front, rear, left and right elevations indicated with respect to the road at the front of the unit
- b) floor plan including decks
- c) roof plan indicating all roof pitches
- d) location of grinder pump
- e) weeping tile connection / sump pump discharge location

The building specification sheet shall include:

- total floor area, (main and upper)

- 
- roofing material
  - exterior building surface materials
  - chimney finish material
  - foundation finish material (e.g. parge, siding)
  - exposed wood finish material (e.g. paint, stain, preservative)
  - driveway and walkway material
  - retaining wall dimensions, material
  - fence material and color (if applying to construct a fence)
  - spark arresting chimney cap for wood burning fireplaces
  - low water use plumbing fixture flow requirements
  - water meter reader location
  - sewer grinder pump brand and model
  - weeping tile discharge method and tie location

*Please note that obtaining approval from the Elk Ridge Estates Condominium Corporation Board by submitting the unit development plan is only one step in the process of building in the Elk Ridge Estates. You also must obtain a building permit from the MAHJ and comply with their construction requirements.*

# DECISION ITEM

<b>Subject</b>	Public Acknowledgements
<b>Council Meeting Date Presented:</b>	December 17, 2024
<b>Agenda Item:</b>	8.1
<b>Prepared By:</b>	Michele Bonneau

## BACKGROUND:

In 2024, Council held 18 meetings of Council and a training session that Elk Ridge Resort provided meeting space for at no cost to the Resort Village.

## RECOMMENDATION:

That the Resort Village of Elk Ridge wishes to express their gratitude for the provision of meeting space in 2024. In addition, Elk Ridge Resort was very accommodating when changes needed to be made at very short notice.

**Respectfully Submitted by: Michele Bonneau, CAO**

# DECISION ITEM

<b>Subject</b>	2025 Meeting Dates
<b>Council Meeting Date Presented:</b>	December 17, 2024
<b>Agenda Item:</b>	10.1
<b>Prepared By:</b>	Michele Bonneau

## BACKGROUND:

Regular meetings of Council currently set on the **third Tuesday of the month at 4:30 pm.**

## RECOMMENDATION:

That the Resort Village of Elk Ridge set the 2025 Regular Council meetings as:

21-Jan-25	20-May-25	16-Sep-25
18-Feb-25	17-Jun-25	21-Oct-25
18-Mar-25	15-Jul-25	18-Nov-25
15-Apr-25	19-Aug-25	16-Dec-25

at 4:30 pm at Elk Ridge Lodge.

**Respectfully Submitted by: Michele Bonneau, CAO**

## APPEAL BOARD DESCRIPTIONS

Western Municipal Consulting (WMC) boards are typically made up of a three-person panel with a Chair and two board members. The Board has the authority to confirm, modify or repeal an order or decision being appealed; or substitute its own order or decision for the order or decision being appealed. WMC strives to provide a variety of perspectives upon the Boards to ensure a neutral, fair, and objective consideration of all perspectives prior to rendering any decision. Some of the professions represented by Board members include:

- Saskatchewan Land Surveyors
- Administrators
- Lawyers
- Tax Assessors
- Land Use Planners
- Realtors

### BOARD OF REVISION

The Board of Revision acts as an administrative tribunal under the relevant municipal Acts to make decisions about property assessment appeals. As of January 1, 2023, Boards of Revision must hold provincial certification, and WMC has been certified by the province of Saskatchewan as of September 2022.

Municipal responsibilities:

1. Comply with legislation and appoint a certified board of revision and secretary before the assessment role is prepared each year; and
2. Notify the registrar ([assessment.registrar@gov.sk.ca](mailto:assessment.registrar@gov.sk.ca)) with resolution of council of the appointed board of revision.

### DEVELOPMENT APPEALS BOARD

The Development Appeals Board is a quasi-judicial board appointed by Council to consider appeals pursuant to the *Planning and Development Act, 2007*. Any municipality or planning district with an approved zoning bylaw is legislated to have a Development Appeals Board. The primary function is providing a neutral, fair and impartial appeal board where appellants can express disagreement with municipal planning and development-related decisions. Examples of appeals include requests for minor variances to the standards of the zoning bylaw, misapplication of the zoning bylaw, wrongful refusal of a development permit, and the appealing of an enforcement or stop work order.

### MUNICIPAL ENFORCEMENT APPEAL BOARD

The Municipal Enforcement Appeals Board is established to hear appeals for orders issued under the *Municipalities Act*, the *Cities Act*, or the *Northern Municipalities Act* that are not tax assessment related or planning and development related. These types of appeals would often include orders to remedy contraventions issued under adopted municipal bylaws, such as order to remedy under a Nuisance Bylaw. The appeal process enables the appellant to formally discuss the alleged contravention to neutral, fair, and impartial appeal board. Where an external board is not appointed, appeals are presented to municipal council for decisions.

# DECISION ITEM

<b>Subject</b>	Board of Revision and Development Appeals Board Appointments
<b>Council Meeting Date Presented:</b>	December 17, 2024
<b>Agenda Item:</b>	10.2
<b>Prepared By:</b>	Michele Bonneau

## BACKGROUND:

- In 2022, Council resolved to contract Western Municipal Consulting to provide Board of Revision and Development Appeals Board Services.
- We didn't require any Development Appeals in 2023 Also a retainer of \$450 was paid for 2023 services. Same for 2024.
- Western Municipal Consulting has reached out to renew services for 2025.
- To continue contracting with WMC for 2025, they require a new motions of council appointing them as Board of Revision and Development Appeals Board as well as appointing the Secretaries for the Boards.

## RECOMMENDATION:

- The fee for this service is \$450.00 plus GST.

## PROPOSED MOTIONS:

That pursuant to Subsection 220(1) of The Municipalities Act, the RESORT VILLAGE OF ELK RIDGE appoints Western Municipal Consulting Ltd. to manage the **Board of Revision** process for the term of January 1, 2025, through to December 31, 2025, 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, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

That pursuant to Subsection 221(1) of The Municipalities Act, 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, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

That pursuant to Subsection 214(1) of The Planning and Development Act, 2007, the RESORT VILLAGE OF ELK RIDGE appoints Western Municipal Consulting Ltd. to manage the **Development Appeals Board** process for the term of January 1, 2025, through to December 31, 2025, 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, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

That pursuant to Subsection 216(3)(a) of The Planning and Development Act, 2007, 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, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

**Respectfully Submitted by: Michele Bonneau, CAO**



# DECISION ITEM

<b>Subject</b>	Investments
<b>Council Meeting Date Presented:</b>	December 17, 2024
<b>Agenda Item:</b>	10.3
<b>Prepared By:</b>	Michele Bonneau

## BACKGROUND:

On November 27, 2024, \$960,033.18 was transferred to the Resort Village of Elk Ridge from MLT Aikins trust account of Elk Ridge Utility.

Current GIC rates at Affinity CU:

6-month rate is 3.35%

1 year – 3.75%

2 year – 3.50%,

Chequing Account: 2.45%

## RECOMMENDATION:

That Council invest \$300,000 in a 6-month term and \$380,000 in a 2-year term.

**Respectfully Submitted by: Michele Bonneau, CAO**

## ADMINISTRATORS'S REPORT - December 17, 2024

<u>Date</u>	<u>ADMINISTRATION HIGHLIGHTS:</u>
	- Arrears (2023 taxes) 5 properties \$811.26, \$164.70, \$124.34, \$50.25, \$56.45 = <b>\$1207.00</b>
	- Current unpaid taxes (2024) 32 properties totalling <b>\$31,659.69</b>
	- Danny Levesque won the by-election - total of 44 votes cast
	- camera - still a work in progress - contacted SaskPower for installation on light standard
	- snow removal Nov 15, Nov 20/21, and Nov 25/26
<u>Date</u>	<u>MINUTES FOLLOW UP</u>
	- working on Mailchimp - updating addresses
<u>Date</u>	<u>OFFICE NOTES</u>
	- Orientation with George Cuff - cost was \$115.20
	- Council may wish to revisit this process with HMC Management for \$6825.00
<u>Date</u>	<u>HR/Personell NOTES</u>
	- I was out of the office Dec 3, 11, 12 due to a death in my family and family obligations.
	- Nicole Lerat was on site Dec 10 - worked on Bylaws, Reserve entries, election protocol
	- Danny Levesque submitted his resignation from Elk Ridge Utility effective Nov 30, 2024.
<u>Date</u>	<u>GRANT UPDATES/UPCOMING</u>
-	
	- Council needs to sign Public Disclosure - Annual Statements
<u>Date</u>	<u>RATEPAYER CONCERNS</u>



**Resort Village of Elk Ridge**  
**Statement of Financial Activities - Detailed**  
For the Period Ending November 30, 2024

	Current	Year To Date	Budget	Prior Year Actual
	0.00	0.00	23,600.00	0.00
<b>TOTAL MAINTENANCE AND DEVELOPMENT CHARGE</b>	<b>0.00</b>	<b>4,837.54</b>	<b>29,600.00</b>	<b>6,033.00</b>
<b>UTILITIES</b>				
<b>Water</b>				
440-110-100 - Water - Residential		73,602.21		
440-130-100 - Water - Commercial		28,726.12		
440-140-100 - Water - Connection Fees		200.00		
	0.00	102,528.33	0.00	0.00
<b>TOTAL UTILITIES:</b>	<b>0.00</b>	<b>102,528.33</b>	<b>0.00</b>	<b>0.00</b>
<b>UNCONDITIONAL TRANSFERS</b>				
<b>Unconditional Transfers</b>				
450-105-100 - Don't Use				1,409.10
450-110-100 - Unconditional - (Revenue Sharing)		38,553.00	38,553.00	33,917.00
	0.00	38,553.00	38,553.00	35,326.10
<b>TOTAL UNCONDITIONAL TRANSFERS:</b>	<b>0.00</b>	<b>38,553.00</b>	<b>38,553.00</b>	<b>35,326.10</b>
<b>CONDITIONAL GRANTS</b>				
<b>Local</b>				
450-400-100 - Conditional - Local - MMSW		1,374.33	2,000.00	
450-420-100 - Conditional - Local - SK Lott/Comm Grant		975.00	975.00	
	0.00	2,349.33	2,975.00	0.00
<b>TOTAL CONDITIONAL GRANTS:</b>	<b>0.00</b>	<b>2,349.33</b>	<b>2,975.00</b>	<b>0.00</b>
<b>CAPITAL ASSET PROCEEDS</b>				
<b>Capital Asset Proceeds</b>				
460-250-600 - R&C Capital conditional grant		410,000.00		
	0.00	410,000.00	0.00	0.00
<b>TOTAL CAPITAL ASSET PROCEEDS:</b>	<b>0.00</b>	<b>410,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>INVESTMENT INCOME AND COMMISSIONS</b>				
<b>Investment and Income Revenue</b>				
470-100-100 - Interest Revenue - General		33,979.03	29,120.00	10,498.63
	0.00	33,979.03	29,120.00	10,498.63
<b>TOTAL INVESTMENT INCOME AND COMMISSIONS:</b>	<b>0.00</b>	<b>33,979.03</b>	<b>29,120.00</b>	<b>10,498.63</b>
<b>OTHER REVENUES</b>				
<b>Other Revenue</b>				
480-900-900 - Miscellaneous Revenue	43.00	7,417.29		
	43.00	7,417.29	0.00	0.00
<b>TOTAL OTHER REVENUES:</b>	<b>43.00</b>	<b>7,417.29</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUES:</b>	<b>219.54</b>	<b>932,782.40</b>	<b>406,585.00</b>	<b>374,526.25</b>

Report Date  
2024-12-15 3:44 PM

**Resort Village of Elk Ridge**  
**Statement of Financial Activities - Detailed**  
For the Period Ending November 30, 2024

Page 3

	Current	Year To Date	Budget	Prior Year Actual
<b>EXPENDITURES</b>				
<b>GENERAL GOVERNMENT SERVICES</b>				
<b>Wages &amp; Benefits</b>				
<b>Wages</b>				
510-110-110 - GG - Council - Indemnity	1,000.00	12,854.84	16,000.00	7,927.50
	<b>1,000.00</b>	<b>12,854.84</b>	<b>16,000.00</b>	<b>7,927.50</b>
510-110-230 - GG - Wages - Administrator	4,311.21	30,537.33	45,000.00	27,265.73
510-110-530 - GG - Wages - Other			1,000.00	
	<b>5,311.21</b>	<b>43,392.17</b>	<b>62,000.00</b>	<b>35,193.23</b>
<b>Benefits</b>				
510-120-110 - GG - Council - Payroll Benefits	13.95	57.00		
	<b>13.95</b>	<b>57.00</b>	<b>0.00</b>	<b>0.00</b>
510-120-230 - GG - Benefits - Administration	688.09	4,970.98	9,000.00	
510-130-230 - GG - Benefits - Group Insurance	103.64	725.48		897.49
510-130-231 - GG - Benefits - CPP				1,476.85
510-130-232 - GG - Benefits - EI				619.66
510-130-233 - GG - Benefits - Superannuation				1,020.58
510-130-234 - GG - Benefits - Worker Compensation		668.69	400.00	
510-130-235 - GG - Benefits - Other #1				680.15
	<b>805.68</b>	<b>6,422.15</b>	<b>9,400.00</b>	<b>4,694.73</b>
	<b>6,116.89</b>	<b>49,814.32</b>	<b>71,400.00</b>	<b>39,887.96</b>
<b>Professional/Contract Services</b>				
510-200-110 - GG - Cont. - Legal		105.98	5,000.00	382.44
510-200-130 - GG - Cont. - Audit/Accounting		13,396.20	9,000.00	4,536.80
510-200-140 - GG - WCB Don't Use				169.10
510-200-150 - GG - Cont. - Assessment - SAMA		5,655.00	5,655.00	6,537.00
510-200-170 - GG - Cont. - Advertising	153.42	620.88	1,000.00	215.02
510-200-190 - GG - Cont. - Office Rent	500.00	5,500.00	6,000.00	
510-210-120 - GG - Cont. - Council - Mileage		160.60	1,500.00	2,411.81
510-210-140 - GG - Cont. - Council Hotel/Meals/Parking	105.79	172.64	3,500.00	
510-210-150 - GG - Cont. - Council - Workshops/Meeting			1,000.00	
510-210-160 - GG - Cont. - Admin Mileage		472.60	1,000.00	1,002.06
510-210-170 - GG - Cont. - Admin Hotel/Meals/Parking		655.28	1,000.00	
510-210-180 - GG - Cont. - Admin Workshops/Conf Fees		300.00	1,500.00	
510-230-100 - GG - Cont. - Insurance - General & Bond		2,762.00	2,500.00	1,529.00
510-240-100 - GG - Cont. - Memberships & Subscriptions	17.97	3,661.17	2,500.00	1,969.73
510-250-100 - GG - Cont. - Communications				96.04
510-250-150 - GG - Cont. - Software/Hardware Contracts	395.37	16,306.83	14,050.00	
510-250-200 - GG - Cont. - Public Relations			2,000.00	
510-260-100 - GG - Cont. - Tax Enforcement/Collection			1,000.00	
510-260-150 - GG - Cont. - Elections	600.00	600.00	2,500.00	
510-280-100 - GG - Cont. - Printer Lease/Copies	87.10	798.07	1,200.00	694.51
510-280-130 - GG - Cont. - Transition Committee 2021				4,612.00
510-280-150 - GG - Cont. - Mentoring		5,236.30	7,400.00	780.00
510-280-170 - GG - Cont. - Assessment Appeals		472.50	600.00	
510-290-100 - GG - Cont. - Bank Charges		236.25	200.00	461.76
	<b>1,859.65</b>	<b>57,112.30</b>	<b>70,105.00</b>	<b>25,397.27</b>

**Resort Village of Elk Ridge**  
**Statement of Financial Activities - Detailed**  
For the Period Ending November 30, 2024

	Current	Year To Date	Budget	Prior Year Actual
<b>Utilities</b>				
510-300-140 - GG - Utility - Internet	6.18	107.38	200.00	113.15
510-300-141 - GG - Utility - Cell Phone	120.54	973.35	1,300.00	1,105.38
	<b>126.72</b>	<b>1,080.73</b>	<b>1,500.00</b>	<b>1,218.53</b>
<b>Maintenance, Material and Supplies</b>				
510-400-110 - GG - M&S - Postage		663.40	1,000.00	
510-410-140 - GG - M&S - Office Supplies	120.95	579.16	3,000.00	2,120.69
510-410-160 - GG - Maint. - Don't Use				773.42
510-440-100 - GG - M&S - Data Processing Supplies		379.00		6,556.03
510-450-100 - GG - M&S - Election Supplies	148.57	148.57		
510-490-110 - GG - Maint. - Other Supplies				5,500.00
	<b>269.52</b>	<b>1,770.13</b>	<b>4,000.00</b>	<b>14,950.14</b>
<b>Grants and Contributions</b>				
510-500-110 - GG - Grants and Contributions			1,000.00	
	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>
<b>Other</b>				
510-900-110 - GG - Other	20.00	128.74	500.00	6,230.28
	<b>20.00</b>	<b>128.74</b>	<b>500.00</b>	<b>6,230.28</b>
<b>TOTAL GENERAL GOVERNMENT SERVICES:</b>	<b>8,392.78</b>	<b>109,906.22</b>	<b>148,505.00</b>	<b>87,684.18</b>
<b>PROTECTIVE SERVICES</b>				
<b>POLICE PROTECTION</b>				
<b>Professional/Contractual Services</b>				
520-210-100 - PS - Police - RCMP Contract		5,265.02	5,500.00	5,117.08
	<b>0.00</b>	<b>5,265.02</b>	<b>5,500.00</b>	<b>5,117.08</b>
<b>Other</b>				
521-210-100 - PS - Security - Cameras Expenses		3,222.10	4,000.00	
	<b>0.00</b>	<b>3,222.10</b>	<b>4,000.00</b>	<b>0.00</b>
<b>TOTAL POLICE PROTECTION:</b>	<b>0.00</b>	<b>8,487.12</b>	<b>9,500.00</b>	<b>5,117.08</b>
<b>FIRE PROTECTION</b>				
<b>Professional/Contractual Services</b>				
525-210-110 - PS - Fire - EMO Contracted Services	26,900.00	26,900.00	3,000.00	24,400.00
525-210-200 - PS Fire Contract Services			25,000.00	
525-210-210 - PS Fire Dispatch Services		186.90	250.00	
525-260-100 - PS - Fire - Contract Other				231.00
	<b>26,900.00</b>	<b>27,086.90</b>	<b>28,250.00</b>	<b>24,631.00</b>
<b>Maintenance, Materials and Supplies</b>				
525-450-100 - PS - Emergency Planning Don't Use				555.00
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>555.00</b>
<b>TOTAL FIRE PROTECTION:</b>	<b>26,900.00</b>	<b>27,086.90</b>	<b>28,250.00</b>	<b>25,186.00</b>
<b>TOTAL PROTECTIVE SERVICES:</b>	<b>26,900.00</b>	<b>35,574.02</b>	<b>37,750.00</b>	<b>30,303.08</b>
<b>TRANSPORTATION SERVICES</b>				
<b>MAINTENANCE</b>				
<b>Professional/Contractual Services</b>				

Report Date  
2024-12-15 3:44 PM

**Resort Village of Elk Ridge**  
**Statement of Financial Activities - Detailed**  
For the Period Ending November 30, 2024

Page 5

	Current	Year To Date	Budget	Prior Year Actual
530-210-110 - TS - Contract - Mowing		6,029.59	7,500.00	
530-210-120 - TS - Contract - Street Sweeping		7,774.46	6,500.00	6,358.94
530-210-130 - TS - Contract - Snow Removal	6,201.08	14,554.32	20,000.00	
530-210-140 - TS - Contract - Line Painting			1,500.00	
530-210-150 - TS - Contract - Road Maintenance		37,673.73		
	6,201.08	66,032.10	35,500.00	6,358.94
<b>Utilities</b>				
530-300-110 - TS - Utility - Heat		816.92	1,500.00	292.73
530-300-120 - TS - Utility - Power		551.56	1,200.00	209.09
530-310-100 - TS - Utility - Power - Street Lights	851.81	9,350.88	12,000.00	9,664.29
	851.81	10,719.36	14,700.00	10,166.11
<b>Maintenance, Materials &amp; Supplies</b>				
530-430-130 - TS - Maint. - Summer Maintenance Don't U				3,672.50
530-460-110 - TS - Maint. - Winter Road Maint Don't Us				14,674.90
530-470-100 - TS - M&S - Road/Street Signs			500.00	
	0.00	0.00	500.00	18,347.40
<b>TOTAL MAINTENANCE:</b>	<b>7,052.89</b>	<b>76,751.46</b>	<b>50,700.00</b>	<b>34,872.45</b>
<b>CONSTRUCTION</b>				
<b>Capital Expenditures</b>				
535-600-699 - TS-Const - Amort-Infrastructure			6,037.00	4,037.00
	0.00	0.00	6,037.00	4,037.00
<b>TOTAL CONSTRUCTION:</b>	<b>0.00</b>	<b>0.00</b>	<b>6,037.00</b>	<b>4,037.00</b>
<b>TOTAL TRANSPORTATION SERVICES:</b>	<b>7,052.89</b>	<b>76,751.46</b>	<b>56,737.00</b>	<b>38,909.45</b>
<b>ENVIRONMENTAL SERVICES</b>				
<b>Professional/Contractual Services</b>				
540-200-110 - EH&W - Cont. - Waste Collection/Disposal	467.75	6,970.12	10,000.00	6,999.35
540-200-120 - EH&W - Cont. - Recycle Contract	429.70	7,598.20	12,000.00	
540-210-300 - EH&W - Cont. - Other Services	3,270.00	12,810.00		
540-210-310 - EH&W - Cont. - Waste Bin Monitoring	175.00	1,925.00	2,100.00	
540-230-100 - EH Memberships			450.00	
	4,342.45	29,303.32	24,550.00	6,999.35
<b>Maintenance, Materials and Supplies</b>				
540-440-100 - EH&W - Maint. - Waste Bin Monitoring DONT				1,650.00
540-440-110 - EH&W - Maint. - Recycling Exp DONT USE				8,272.78
	0.00	0.00	0.00	9,922.78
<b>TOTAL ENVIRONMENTAL SERVICES:</b>	<b>4,342.45</b>	<b>29,303.32</b>	<b>24,550.00</b>	<b>16,922.13</b>
<b>PLANNING AND DEVELOPMENT SERVICES</b>				
<b>Professional/Contractual Services</b>				
560-200-110 - P&D - Cont. - Planning & Zoning			12,000.00	1,450.00
560-200-120 - P&D - Cont. - Building Inspections		4,664.32	6,000.00	5,120.00
560-200-130 - P&D - Cont. - Website Contract			1,000.00	
560-250-100 - P&D - Cont.- Development Appeals Exp			450.00	
	0.00	4,664.32	19,450.00	6,570.00

Report Date  
2024-12-15 3:44 PM

**Resort Village of Elk Ridge**  
**Statement of Financial Activities - Detailed**  
For the Period Ending November 30, 2024

Page 6

	Current	Year To Date	Budget	Prior Year Actual
<b>TOTAL PLANNING AND DEVELOPMENT SERVICES:</b>	0.00	4,664.32	19,450.00	6,570.00
<b>RECREATION AND CULTURAL SERVICES</b>				
<b>Professional/Contractual Services</b>				
570-290-100 - R&C - Cont. - Library			2,200.00	
	0.00	0.00	2,200.00	0.00
<b>Maintenance, Materials and Supplies</b>				
570-420-190 - R&C - M&S - Other Supplies			2,000.00	
	0.00	0.00	2,000.00	0.00
<b>Grants and Contributions</b>				
570-500-120 - R&C - Grants - Community Rec Initiative		12,000.00	12,000.00	
	0.00	12,000.00	12,000.00	0.00
<b>Other</b>				
570-900-110 - R&C - Other		100.00		
	0.00	100.00	0.00	0.00
<b>TOTAL RECREATION AND CULTURAL SERVICES:</b>	0.00	12,100.00	16,200.00	0.00
<b>UTILITIES</b>				
<b>WATER</b>				
<b>Wages and Benefits</b>				
580-110-120 - UT - Water - Salaries - Operators	4,626.88	4,626.88		
580-120-120 - UT - Water - Benefits - Operators	1,120.10	1,120.10		
	5,746.98	5,746.98	0.00	0.00
<b>Professional/Contractual Services</b>				
580-200-110 - UT - Water - Legal Fees		18,590.91	37,945.00	14,575.97
580-200-200 - UT - Water - Joint Committee Expenses				3,096.21
580-220-100 - UT - Water - CS - Licenses & Permits	500.00	500.00		
	500.00	19,090.91	37,945.00	17,672.18
<b>Utilities</b>				
580-300-120 - UT - Water - Power	1,840.42	1,840.42		
580-300-140 - UT - Water - Telephone	134.29	134.29		
	1,974.71	1,974.71	0.00	0.00
<b>Maintenance, Materials and Supplies</b>				
580-450-100 - UT - Water - Chemicals	1,127.66	1,127.66		
	1,127.66	1,127.66	0.00	0.00
<b>TOTAL WATER:</b>	9,349.35	27,940.26	37,945.00	17,672.18
<b>TOTAL UTILITIES:</b>	9,349.35	27,940.26	37,945.00	17,672.18
<b>TOTAL EXPENDITURES:</b>	56,037.47	296,239.60	341,137.00	198,061.02
<b>CHANGE IN NET-FINANCIAL ASSETS</b>				
Revenues	219.54	932,782.40	406,585.00	374,526.25
Expenditures	56,037.47	296,239.60	341,137.00	198,061.02
<b>CHANGE IN NET FINANCIAL ASSETS</b>	(55,817.93)	636,542.80	65,448.00	176,465.23



Report Date  
2024-12-15 3:44 PM

Resort Village of Elk Ridge  
Statement of Financial Activities - Detailed  
For the Period Ending November 30, 2024

Page 7

	Current	Year To Date	Budget	Prior Year Actual
OPERATING SURPLUS/DEFICIT (Chg in Net Asst)	(55,817.93)	636,542.80	65,448.00	176,465.23
Transfers				
Transfers Out			(60,000.00)	
Total Transfers:	0.00	0.00	(60,000.00)	0.00
CHANGE IN GENERAL SURPLUS	(55,817.93)	636,542.80	5,448.00	176,465.23

**Resort Village of Elk Ridge  
Payment Register**

Report Date  
2024-12-15 3:46 PM

Batch: 2024-00065 to 2024-00069

Page 1

**Bank Code: Bank1 - Main Demand**

Payment #	Vendor	Date	Amount
<b>Computer Cheque</b>			
344	VOID - Cheque Printing	2024-11-28	0.00
345	REV - ELK RIDGE RESORT	2024-11-28	0.00
346	LAKELAND & DISTRICT FIRE DEPA	2024-11-28	26,900.00
347	VOID - Cheque Printing	2024-11-30	0.00
348	VOID - Cheque Printing	2024-11-30	0.00
349	VOID - Cheque Printing	2024-11-30	0.00
350	WATER SECURITY AGENCY	2024-11-30	500.00
Total for Computer Cheque:			27,400.00
<b>E-Transfer</b>			
2024-0091	Gary Provencher	2024-11-07	175.00
2024-0092	MUNISOFT	2024-11-07	415.14
2024-0093	PENTElsa	2024-11-07	3,433.50
2024-0094	AQUIFER GROUP OF COMPANIES	2024-11-13	1,180.85
2024-0095	GREENLAND WASTE DISPOSAL LT	2024-11-13	942.31
2024-0096	CANADA REVENUE AGENCY	2024-11-30	5,707.94
2024-0097	ELK RIDGE RESORT	2024-11-30	1,155.00
2024-0098	LAKELAND EXCAVATING SERVICE	2024-11-30	6,504.48
2024-0099	M.R. APP & WEBSITE DEVELOPME	2024-11-30	103.42
2024-0100	MINISTRY OF FINANCE	2024-11-30	2,206.95
Total for E-Transfer:			21,824.59
<b>Online Banking</b>			
2024-0062	AFFINITY MASTERCARD	2024-11-13	305.53
2024-0063	Sasktel	2024-11-13	126.26
2024-0064	BAKER TILLY SK LLP	2024-11-14	1,110.00
2024-0065	SUMA Group Benefits	2024-11-14	415.98
2024-0066	De Lage Landen Financial Services C	2024-11-30	91.21
2024-0067	SUMA	2024-11-30	155.75
2024-0068	Saskpower	2024-11-30	2,741.39
2024-0069	Sasktel	2024-11-30	147.11
Total for Online Banking:			5,093.23
Total for Bank1:			<u>54,317.82</u>

Payments Printed: 25

**RESORT VILLAGE OF ELK RIDGE**  
**Water & Sewer Utility**  
For the Period Ending November 30, 2024

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
<b>Revenues</b>					
<b>Fees &amp; Charges</b>					
440-110-100 - Water - Residential		73,602.21		73,602.21	
440-130-100 - Water - Commercial		28,726.12		28,726.12	
440-140-100 - Water - Connection Fees		200.00		200.00	
<b>Total Revenues:</b>	<b>0.00</b>	<b>102,528.33</b>	<b>0.00</b>	<b>102,528.33</b>	<b>0.00</b>
<b>Expenditures</b>					
<b>Water &amp; Sewer Expenditures</b>					
580-110-120 - UT - Water - Salaries - Operators	4,626.88	4,626.88		(4,626.88)	
580-120-120 - UT - Water - Benefits - Operators	1,120.10	1,120.10		(1,120.10)	
580-200-110 - UT - Water - Legal Fees		18,590.91	37,945.00	19,354.09	51.01
580-220-100 - UT - Water - CS - Licenses & Permits	500.00	500.00		(500.00)	
580-300-120 - UT - Water - Power	1,840.42	1,840.42		(1,840.42)	
580-300-140 - UT - Water - Telephone	134.29	134.29		(134.29)	
580-450-100 - UT - Water - Chemicals	1,127.66	1,127.66		(1,127.66)	
<b>Total Expenditures:</b>	<b>9,349.35</b>	<b>27,940.26</b>	<b>37,945.00</b>	<b>10,004.74</b>	<b>26.37</b>
<b>Change in Net Financial Assets</b>	<b>(9,349.35)</b>	<b>74,588.07</b>	<b>(37,945.00)</b>	<b>112,533.07</b>	<b>296.57</b>
<b>Operating Surplus/Deficit (Chg in Net Asst)</b>	<b>(9,349.35)</b>	<b>74,588.07</b>	<b>(37,945.00)</b>	<b>112,533.07</b>	<b>296.57</b>