

Resort Village of Elk Ridge
Agenda
July 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:**
- 3. Adoption of Minutes:**
 - 3.1 Regular Meeting Minutes – June 20, 2024
- 4. Declaration of Conflict of Interest:**
- 5. Delegations Scheduled:**
 - 5.1 Clint Austin (Utility Implementation Committee)
- 6. Public Hearings:**
- 7. Public Acknowledgements:**
- 8. Business Arising from Minutes:**
 - 8.1 Asset Purchase Agreement (attached separately) (p9)
 - 8.2 Utility - 5 Year Capital Budget (p 10)
- 9. New Business:**
 - 9.1 North Central Planning District Agreement (p 11-15)
 - 9.2 Staffing Plan (p 16)
- 10. Motions:**
 - 10.1 That the Public Works Committee be disbanded.
 - 10.2 That the Community Services Committee be disbanded.
 - 10.3 That the Resort Village of Elk Ridge pursue a sole source Agreement with the Routes2SK Inc. for road sanding and appropriate sanding material commencing the 2024-25 winter season.
 - 10.4 That Bylaw 2024-04 to provide for a Base Tax be amended by replacing \$360 with \$300 for the Commercial and Industrial Property Class under Land & Improvements. (p 17)
- 11. Administration Reports:**
 - 11.1 Administrator Report & Summer work vacation requests (p 18-19)
- 12. Financial Report**

12.1 Detailed Financial Report, Bank Reconciliation, Payments Register (p 20-27)

13. Reading of Bylaw(s):

13.1 Bylaw 2024-07 - A Bylaw to Manage Waterworks and Sewage works
(attached separately)

13.2 Bylaw 2024-09 - Tax and Penalties (p 28-29)

13.3 Bylaw 27 – 2022 A Bylaw Respecting Open-Air Fire Restrictions (p 30-39)

14. Notice of Motion:

15. Inquiries:

16. In camera:

16.1 Land Lease – waste depot

17. Information Items/Correspondence:

17.1 Water filtration pilot project final report (attached separately)

18. Adjournment



**Resort Village of Elk Ridge
Regular Council Meeting Minutes
June 20, 2024**

A regular meeting of Council held on Thursday June 20, 2024 at 10:00 a.m. in the White Tail room at Elk Ridge Resort Lodge.

Present: Mayor Garry McKay
Councillors Trudy Engel
Margaret Smith-Windsor
Ross Hewett

CAO Michele Bonneau

Presenters: Clint Austin (Implementation Committee)
Jim Walters (Crosby Hanna & Associates)

1. CALL TO ORDER

Mayor McKay called the meeting to order at 10:00 a.m.

2. APPROVAL OF AGENDA

2024-
129

SMITH-WINDSOR: That the agenda be adopted as presented.

HEWETT: Seconded the motion

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting – May 16, 2024

2024-
130

ENGEL: That the minutes of the May 16, 2024 Regular Council Meeting be adopted.

HEWETT: Seconded the motion

CARRIED

3.2 Special Meeting – May 21, 2024

2024-
131

HEWETT: That the minutes of the May 21, 2024 Special Council Meeting be adopted.

SMITH-WINDSOR: 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 Utility Budget 2024

2024-132 HEWETT: That Council approves the 2024 Utility Operating Budget for the period of November 1 – December 31, 2024 as presented with estimated total revenue of \$175,093.06 and expenditures of \$70,473.34.
ENGEL: Seconded the motion

CARRIED

2024-133 ENGEL: That the CAO prepare a 2024 – 2028 Five Year Utility Capital Budget for the July 18, 2024 Council Agenda.
SMITH-WINDSOR: Seconded the motion.

CARRIED

2024-134 SMITH-WINDSOR: That the CAO prepare and present a full 2025 calendar year Utility Budget for the September 2024 Council Meeting.
HEWETT: Seconded the motion.

CARRIED

9. NEW BUSINESS

9.1 Zoning Bylaw (Jim Walters)

Presentation to Council.

Council took a recess from 12:30 – 1:15 p.m. for lunch.

9.2 Rental of Fire Hall

2024-135 HEWETT: That Council enter into an agreement to rent the old fire hall on Elk Ridge Place to Payton Hall for \$400.00 plus taxes on a month to month basis and 30 day termination notice.
ENGEL: Seconded the motion.

CARRIED

9.3 Policy 2024-UT-001 Water Quality Assurance & Control Policy (Clint Austin)

2024-136 ENGEL: That Policy 2024-UT-001 Water Quality Assurance & Control Policy be approved as presented.
SMITH-WINDSOR: Seconded the motion.

CARRIED

9.4 Policy 2024-UT-002 – Precautionary Boil Water Advisory Policy (Clint Austin)

2024-137 HEWETT: That Policy 2024-UT-002 – Precautionary Boil Water Advisory Policy be approved as presented.
ENGEL: Seconded the motion

CARRIED

2024-138 **9.5 Asset Transfer Agreement (Clint)**
SMITH-WINDSOR: That Section 1.01 i) remove the reference to Excluded Assets on page 2 of the agreement.
ENGEL: Seconded the motion.

CARRIED

2024-139 HEWETT: That Council approve in principal the Asset Transfer Agreement as amended.
ENGEL: Seconded the motion.

CARRIED

10. MOTIONS

Notice of Motion – Bylaw 01-2022 Tax Penalties

2024-140 McKAY: That Bylaw 01-2022 be amended by

- replacing imposed with owing in section 1
- adding subsection 2d) No penalty is to be added to any tax account in good standing that is on the monthly Tax Installment Plan
- replacing 4a) and 4b)l. with Where taxes levied for the previous taxation year(s) are paid in full, excluding month Tax Installment Payment Plan payments, then notwithstanding that taxes for a taxation year have not been levied, the whole or any portion of the municipal taxes paid to the Resort Village on or before March 31 for that taxation year shall receive a discount on the amount paid
- removing subclause 4b)l 4,5,6

HEWETT: Seconded the amendment

CARRIED

The amended Bylaw will be presented and considered at the July 18, 2024 meeting as amended.

11. ADMINISTRATION REPORT

Administration Reports

2024-141 HEWETT: That Council approve in principle the installation of a walk-biking lane from Highway 264 to the stop sign.
SMITH-WINDSOR: Seconded the motion.

CARRIED

2024-142 SMITH-WINDSOR: That the administrators report be accepted as presented.
ENGEL: Seconded the motion.

CARRIED

11.1 Municipal Revenue Sharing

2024-143 SMITH-WINDSOR: The Council of the Resort Village of Elk Ridge confirms that:

1. The 2022 Audited Financial Statements have been submitted to the Ministry
2. All members of council have filed and annually updated their Public Disclosure Statements, as required
3. he Resort Village is in good standing with respect to reporting and remittance of Education Property Taxes.

4. A Council Procedures Bylaw has been adopted.
5. A Employee Code of Conduct Bylaw has been adopted
6. The Resort Village of Elk Ridge does not run a Water Works system.

HEWETT: Seconded the motion.

CARRIED

11.2 **Consolidation of Lots 13 & 14 Estates Drive**

2024-144

SMITH-WINDSOR: That Council approve the request from the owners for the consolidation of Units 13 & 14 Plan 99PA21324 with civic addresses of 13 and 14 Estates Drive and further, that no building permit be issued until the Resort Village has received written confirmation that the registration of the consolidation with ISC has been completed.

ENGEL: Seconded the motion.

CARRIED

12. FINANCE REPORT

12.1 Monthly Bank Reconciliation & Financial Statement

2024-145

ENGEL: That the 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

13.1 Bylaw 2024-07 A Bylaw to Manage Waterworks and Sewage works

2024-146

SMITH-WINDSOR: That Part 34f) (Account in Arrears) be deleted.

ENGEL: Seconded the motion.

CARRIED

2024-147

HEWETT: That Bylaw 2024-07 A Bylaw to Manage Waterworks and Sewage works be introduced as amended and read a first time.

ENGEL: Seconded the motion.

CARRIED

2024-148

ENGEL: That Bylaw 2024-07 A Bylaw to Manage Waterworks and Sewage works, as amended, be now read a second time.

SMITH-WINDSOR: Seconded the motion.

CARRIED

13.2 Bylaw 2024-08 – A Bylaw to Extend the time required for the completion of the 2023 Financial Statements

2024-149

SMITH-WINDSOR: That Bylaw 2024-08 A Bylaw to Extend the time required for the completion of the 2023 Financial Statements be introduced and read a first time.

HEWETT: Seconded the motion.

CARRIED

2024-150

HEWETT: That Bylaw 2024-08 A Bylaw to Extend the time required for the completion of the 2023 Financial Statements be now read a second time.

ENGEL: Seconded the motion.

CARRIED

2024-151 ENGEL: That leave be granted for third reading of Bylaw 2024-08 A Bylaw to Extend the time required for the completion of the 2023 Financial Statements.
SMITH-WINDSOR: Seconded the motion.

UNANIMOUSLY CARRIED

2024-152 SMITH-WINDSOR: That Bylaw 2024-08 A Bylaw to Extend the time required for the completion of the 2023 Financial Statements be now read a third time and adopted.
HEWETT: Seconded the motion.

CARRIED

2024-153 ENGEL: That Bylaw 2023-07 A Bylaw to Extend the time required for the completion of the 2022 Financial Statements be repealed.
HEWETT: Seconded the motion.

CARRIED

14. NOTICE OF MOTION

1. That the Public Works Committee be disbanded.
2. That the Community Services Committee be disbanded.
3. That the Resort Village of Elk Ridge pursue a sole source Agreement with the Routes2SK for road sanding and appropriate sanding material commencing the 2024-25 winter season.
4. That Bylaw 2024-04 to provide for a Base Tax be amended by replacing \$360 with \$300 for the Commercial and Industrial Property Class under Land & Improvements.

15. INQUIRIES

16. IN-CAMERA

2024-154 ENGEL: That Council go in-camera to discuss utility employment offers at 3:23 pm.
SMITH-WINDSOR: Seconded the motion.

CARRIED

Present: Mayor McKAY, Councillors: ENGEL, HEWETT, SMITH-WINDSOR, and CAO

2024-155 ENGEL: That Council reconvenes to the Regular Council Meeting at 3:35 pm.
HEWETT: Seconded the motion.

CARRIED

Present: Mayor McKAY, Councillors: ENGEL, HEWETT, SMITH-WINDSOR, and CAO

2024-156 SMITH-WINDSOR: That Council amends letters of employment to Russell Nelson to 33 hours per week and Terri Kowbel-Nesbitt to 21 hours per week.
HEWETT: Seconded the motion.

CARRIED

2024-
157

McKAY: That the CAO develop a staffing model including utility billing for the July 18, 2024 Council Meeting.
SMITH-WINDSOR: Seconded the motion.

CARRIED

17. INFORMATION ITEMS/CORRESPONDENCE

18. ADJOURNMENT

2024-
158

HEWETT: That this meeting now be adjourned at 3:37 p.m.
SMITH-WINDSOR: Seconded the motion

CARRIED

Mayor Garry McKay

CAO Michele Bonneau

DECISION ITEM

Subject	8.1
Council Meeting Date Presented:	July 18, 2024
Agenda Item:	Clint Austin
Prepared By:	Michele Bonneau

BACKGROUND:

The Asset Purchase Agreement was presented at the June 20, 2024. After discussion, some minor changes were made. Council passed motion **2024-139**:

That Council approve in principal the Asset Transfer Agreement as amended

The agreement has since been signed by Darcy Simoneau and Gren Smith-Windsor from Elk Ridge Utility.

RECOMMENDATION:

That Council pass a motion agreeing to sign the Asset Transfer Agreement between Elk Ridge Utility and the Resort Village of Elk Ridge.

Respectfully Submitted by: Michele Bonneau, CAO

Elk Ridge Utility Ltd.
2024-2025 Operating Budget
Maintenance and Capital Expenditure Forecast

Year Ending October 31	Current Year	Long Range Plan			
	2025 Budget	2026	2027	2028	2029
ANNUAL & PERIODIC MAINTENANCE (OPEX)					
Building Repairs					
General Repairs and Maintenance	2,500	1,800	1,900	2,000	2,100
Furniture, Office Equipment Maint & Repair	500	-	500	500	1,000
Roof Repair	-	-	-	-	-
Other	-	500	500	500	500
Subtotal	3,000	2,300	2,900	3,000	3,600
Equipment and General Repairs					
Reservoir cleaning	-	-	-	4,000	-
Filtration Media Reconditioning	-	-	-	-	-
Chemical Pump Maintenance and Rebuild (2 Pumps)	1,000	-	900	-	900
Detention Tank Maintenance	-	-	-	-	-
General Mechanical Maintenance	1,000	1,100	1,200	1,300	1,400
Electrical and Control System Maintenance	500	600	700	800	900
Power Generator Maintenance & Overhaul	-	10,000	-	-	-
Distribution System Maintenance & Repair (Hydrants, Pipes, Apparatu	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	2,500	11,700	2,800	6,100	3,200
Well Maintenance					
Well Rehabilitation	-	55,000	-	-	-
Well Monitoring Program (2021 Proposal)	-	-	-	-	-
Well Equipment Repair & Maintenance	2,000	-	-	-	-
Subtotal	2,000	55,000	-	-	-
Lagoon and Infrastructure Repairs					
General Lagoon and Infrastructure Repairs	2,500	-	-	-	-
Raise Existing Berms to Freeboard Level (RE: Study: 2019)	-	-	75,000	-	-
Sludge Control Weed Control	10,000	1,200	1,300	1,400	1,500
Lift Station #1 Re-Conditioning (Plant)	-	-	-	-	-
Lift Station #2 Re-Conditioning (Staff)	-	-	-	-	-
Sewage Collection System Maintenance and Repair	2,500	1,500	4,500	1,500	1,500
Other	-	-	-	-	-
Subtotal	15,000	2,700	80,800	2,900	3,000
TOTAL OPERATIONS MAINTENANCE EXPENDITURES (Annual, Periodic)	22,500	71,700	86,500	12,000	9,800

Year Ending October 31	Current Year	Long Range Plan			
	2025 Budget	2026	2027	2028	2029
CAPITAL EXPENDITURES (CAPEX)					
Wells					
Land Purchase, Surveys,	-	-	-	-	-
Well Monitoring Instruments	-	-	-	-	-
New Well Pump	-	9,000	-	-	-
Well Pad Land Improvements	-	5,000	-	-	-
New Well (Drilling and Equipment)	-	250,000	-	-	-
Treated water pipeline	-	-	-	-	750,000
Other apparatus or equipment	-	-	-	-	-
Subtotal	-	264,000	-	-	750,000
Waterworks Treatment & Distribution					
Water Treatment Systems (Detention, Filtration)	870,000	215,000	-	-	-
Replace Pumps	-	4,000	-	-	-
Measurement & Testing Apparatus	-	-	-	-	-
Distribution System: Pumps, Pipes, Reservoir	26,000	-	-	-	-
Electrical and Power Systems	-	-	-	-	-
Control Drives & Automation Systems	-	-	-	-	-
Distribution System: External Hydrants, Pipes, Apparatus	-	-	-	-	-
Other equipment and apparatus	-	-	-	-	-
Subtotal	896,000	219,000	-	-	-
Lands, Building & Office					
Occupational Health and Safety Equipment	-	-	-	-	-
Tools, Vehicles and Equipment (New over \$500)	2,500	1,500	1,500	500	500
Computer Equipment (New, Replacement)	-	-	-	-	-
Land, Building and Facilities (New, Replacement)	-	-	-	9,000	-
Other equipment and apparatus	-	-	-	-	-
Subtotal	2,500	1,500	1,500	9,500	500
Sewage Works: Collection & Treatment					
Survey and Land	10,000	-	-	-	-
Geotechnical	-	-	-	-	-
Pre-Design and Detailed Engineering	15,000	-	-	-	-
Storage Cell Expansion: Land and Fees	-	-	-	-	-
Storage Cell Expansion: Site Preparation	-	-	-	-	-
Storage Cell Expansion: Construction	-	-	-	-	-
Fence in Compliance (5 Wire)	-	-	-	-	-
Primary Expansion: Land and Fees	-	-	-	-	-
Primary Expansion Construction	-	-	-	-	-
Subtotal	25,000	-	-	-	-
TOTAL CAPITAL EXPENDITURES	923,500	484,500	1,500	9,500	750,500

NORTH CENTRAL PLANNING DISTRICT AGREEMENT

MADE THIS _____ DAY OF _____, 2024

BETWEEN:

RURAL MUNICIPALITY OF THE DISTRICT OF LAKELAND NO. 521
RESORT VILLAGE OF CANDLE LAKE RURAL MUNICIPALITY OF PADDOCKWOOD NO.
520
VILLAGE OF CHRISTOPHER LAKE RESORT VILLAGE OF ELK RIDGE

A. PLANNING DISTRICT GOALS AND PURPOSE

- (1) The purpose of this agreement is to establish the “North Central Planning District” (The Planning District). The Planning District includes all lands in the Rural Municipality of the District of Lakeland No. 521 (Lakeland), the Resort Village of Candle Lake (Candle Lake), the Rural Municipality of Paddockwood No. 520 (Paddockwood), the Village of Christopher Lake (Christopher Lake) and the Resort Village of Elk Ridge (Elk Ridge). The members of the District agree to voluntarily establish a District Official Community Plan (DOCP) which will be the principal legislative tool for guiding the physical, environmental, social, cultural and economic growth changes in their respective municipal jurisdictions.
- (2) The DOCP will be a working tool to guide development on the policy decisions made by the five municipal Councils. Further, this document will help to showcase the five municipalities working together to promote the Planning District and market it to investors, visitors, and future residents.
- (3) In concert with other agreements, plans, and policies, the DOCP will identify where the relationship between the five members is at today, their values, and their goals. It will establish land use policy to manage change for the next 10-15 years by using an integrative and transparent collaborative approach in land use planning and development.

B. BENEFITS

- (1) The following are seen as the benefits of forming a planning district.
 - (i) Investors and Developers have a tool to align their proposals to the vision, goals and objectives of the District.
 - (ii) Increases the ability to access traditional grant funds as well builds a business case for additional funding in having a clear plan of action for the future.
 - (iii) Engages the public to be active and conscious to plan for future generations living together in a rural, urban, resort and natural setting.
 - (iv) Maintain(s) taxes for the long term without having to take on extra debt through improved coordination and connectivity of infrastructure.
 - (v) Avoid(s) conflict in land use and ensure(s) that development occurs in an orderly manner protecting the investments made by homeowners, businesses and senior government while protecting resources for future generations.
 - (vi) The provision of services and infrastructure.
 - (vii) Protect(s) natural resources including agricultural land, northern forest and lake resources in the District.

C. PLANNING DISTRICT FRAMEWORK AND TECHNICAL MATTERS

- (1) District of Lakeland No. 521, the Resort Village of Candle Lake, the Rural Municipality of Paddockwood No. 520, the Village of Christopher Lake, and the Resort Village of Elk Ridge, hereby agree to the establishment of a Planning District, to be known as “The North Central Planning District”, under the provisions of Sections 97 and 98 of *The Planning and Development Act, 2007* (The Act).
- (2) The said Planning District shall be comprised of all lands located in the Rural Municipality of the District of Lakeland No. 521, the Resort Village of Candle Lake, the Rural Municipality of Paddockwood No. 520, the Village of Christopher Lake, and the Resort Village of Elk Ridge.
- (3) There shall be established a District Planning Commission, designated as “The North Central Planning District Commission,” such Commission to consist of eleven (11) members, to be appointed in the following manner:
 - (i) Two members shall be appointed by the Council of the Rural Municipality of the District of Lakeland No. 521. At least one appointee shall be a member of Council.
 - (ii) Two members shall be appointed by the Council of the Rural Municipality of Paddockwood No. 520. At least one appointee shall be a member of Council.
 - (iii) Two members shall be appointed by the Council of the Resort Village of Candle Lake. At least one appointee shall be a member of Council.
 - (iv) Two members shall be appointed by the Council of the Village of Christopher Lake. At least one appointee shall be a member of Council.
 - (v) Two members shall be appointed by the Council of the Resort Village of Elk Ridge. At least one appointee shall be a member of Council.
 - (vi) One member (referred to as the member at large) shall be jointly appointed by the Councils of the member municipalities.
 - (vii) Municipal staff are non-voting but are encouraged to attend and participate in commission meetings in advisory positions.
- (4) That the tenure of office of the members of the Commission shall be as follows:
 - (i) On the original appointments, each Council shall appoint a member to hold office until each respective Council’s first meeting in January.
 - (ii) Subject to clause (i), each member thereafter appointed by the respective Councils shall hold office until the first meeting of the appointing Council in January of the year following the appointment.
 - (iii) Where vacancies arise in respect of the Council’s appointees, other than by reason of the expiry of the designated term of office of the appointee, the Council concerned shall appoint someone to complete the unexpired term only.
 - (iv) Notwithstanding the expiry of the term for which any member has been appointed, the member shall continue to hold office until a successor is appointed.
 - (v) At the first Commission meeting each year, the Commission shall appoint a chairman who shall hold office until the end of the year or until a successor is appointed.
 - (vi) In the absence of a chairman the members present will appoint an acting chairman who shall have all the powers of the chairman, during the period that the chairman is unable to perform their duties, or if the position is vacant.
- (5) That the Councils of the member municipalities shall determine the remuneration to be paid to their respective members of the Commission.
- (6) That the North Central Planning District commission determines the remuneration to be paid to the member at large to be paid by the North Central Planning District.

- (7) That the funds required to finance the expenses of the Commission, as approved by each Council, shall be contributed by the member municipalities, and will be collected through a yearly membership fee. The membership fee will be reviewed at the first meeting of the calendar year with the financial statements and is described in more detail in the District Planning Commission's adopted "*Rules of Procedure*".
- (8) The office of the Commission shall be at the location approved annually by the Commission.
- (9) That, without limiting the general application of Sections 97 and 100 of *The Act* respecting the duties and powers of the Commission, the Commission shall:
- (i) Pursuant to Section 102 of The Act, prepare a district plan;
 - (ii) Make "*Rules of Procedure*" for the conduct of its business, including procedures to permit the parties to conduct joint public consultation processes for amendments to and adoption of the District Plan;
 - (iii) Make recommendations to each Municipal Council to amend the District Plan as needed;
 - (iv) Make recommendations to each Municipal Council respecting development in the Planning District and identify the social and economic implication of those recommendations;
 - (v) Appoint any consultants or employees that may be necessary for the exercise of any of its powers or the performance of any of its duties and fix their remuneration; and
 - (vi) Consult with each Municipal Council pursuant to the referral process outlined in the District Planning Commissions "*Rules of Procedure*". The municipality affected by an application noted in the referral process shall maintain the ability to reject recommendations of the Commission if the recommendation would have a negative impact on their jurisdiction.
- (10) That the parties will establish a referral process within the District Planning Commission's "*Rules of Procedure*" to facilitate information sharing and to ensure effective communication for all matters pertaining to developments on lands within Planning District.
- (11) That the parties hereby establish a dispute resolution process with the following steps:
- (i) A municipality identifying an issue in dispute may notify the Secretary of the Commission to arrange a meeting with the Commission at its next regularly scheduled meeting.
 - (ii) Prior to the Commission meeting the municipal staff of the parties in dispute shall meet to clarify the issues in dispute and to discuss potential solutions. Based on this meeting the staff shall prepare a report for the Commission.
 - (iii) The Commission meeting shall hear representation from the parties in dispute and attempt to resolve the matter by consensus.
 - (iv) Should the Commission meeting fail to resolve the dispute the respective Councils would meet to arrive at a solution.
 - (v) Should the Councils fail to achieve agreement, the Councils may initiate a request for mediation and/or binding arbitration by the Saskatchewan Municipal Board under Section 233 of *The Act*.
- (12) Any member municipality may terminate its affiliation with The Planning District in accordance with the following procedures:
- (i) The municipality shall give 90 days' notice, in writing, to the Secretary of the Commission and the other municipalities of its intention to terminate its affiliation. Such notification

shall be accompanied by full payment of any outstanding financial contributions pursuant to Section 6 herein.

- (ii) Following receipt of notification and full payment of any outstanding financial contributions, pursuant to subsections (i) and (vi), the other municipalities may prepare and consider a bylaw to terminate this Agreement.
 - (iii) Where all member municipalities adopt a bylaw pursuant to subsection (ii), above, the District Planning Commission shall request the Minister to amend this Agreement in accordance with Section 106(1)(a)(i) of *The Act*.
 - (iv) Where one or more municipality does not adopt a bylaw pursuant to subsection (ii), above, the District Planning Commission shall refer the matter to the Minister who may refer the matter to the Saskatchewan Municipal Board.
 - (v) Where a decision has been made to terminate the Agreement and dissolve the Planning District, the District Planning Commission shall determine the appropriate distribution of assets, liabilities, and fees based on the contribution made by each municipality, in accordance with Section 6 herein, and any in kind contributions of equipment, furnishings and similar items which may have been contributed by the terminating municipality. No financial contributions made pursuant to Section 6 for the current financial year shall be returned to the terminating municipality except as a result of mediation or a Saskatchewan Municipal Board decision.
 - (vi) Subject to any mediation or Saskatchewan Municipal Board decision, costs incurred by the Commission and/or the remaining municipalities as a direct result of the withdrawal of the other municipality, shall be reimbursed to the Commission by the municipality wishing to withdraw.
- (13) This Agreement may be amended with the consent of all member municipalities. Where consent is not achieved from all member municipalities, the parties may pursue dispute resolution pursuant to Section 10 herein.
- (14) The member municipalities shall amend the common provisions of the DOCP jointly. This means that to amend the common provisions in the DOCP, each Council shall be required to pass a complimentary amending bylaw, which will all be submitted concurrently to the Minister for approval. Amendments that affect one municipality can be done independently, but consultation with the District Planning Commission is required and outlined in the referral process outlined in the District Planning Commissions "*Rules of Procedure*".
- (15) If any member municipality applies to the Minister to dissolve or leave the Planning District, the Minister may refer the matter to the Saskatchewan Municipal Board. The Saskatchewan Municipal Board may direct the member municipality to follow dispute resolution methods it considers appropriate. If dispute resolution methods fail, the Saskatchewan Municipal Board shall hold a hearing and make a decision to settle the matter in accordance with Section 106.1 (3) of The Act.
- (16) The member municipalities shall review this agreement and the adopted "*Rules of Procedure*" at least every 5 years to ensure both agreements continue to serve the interests of the region.

D. MINISTERIAL APPROVAL

- (1) This Agreement shall come into force and take effect when approved by the Minister of Government Relations.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals, duly attested by the hands of their respective property officers in that behalf, the day and year first above written.

THE RURAL MUNICIPALITY OF THE DISTRICT OF
LAKELAND NO. 521

Per _____
Reeve

Per _____
Chief Administrative Officer

THE RURAL MUNICIPALITY OF PADDOCKWOOD
NO. 520

Per _____
Reeve

Per _____
Chief Administrative Officer

THE RESORT VILLAGE OF CANDLE LAKE

Per _____
Mayor

Per _____
Chief Administrative Officer

THE VILLAGE OF CHRISTOPHER LAKE

Per _____
Mayor

Per _____
Chief Administrative Officer

THE RESORT VILLAGE OF ELK RIDGE

Per _____
Mayor

Per _____
Chief Administrative Officer

DECISION ITEM

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

BACKGROUND:

- The work required to be done on a regular basis in the Resort Village office exceeded 16 hours per week.
- This position requires completion U of R classes towards an LG Certificate
- Completed the 5 classes in June 2024
- Many tasks were not getting done efficiently
- Starting July 1, 2024 – the hours increased to 24 hours per week. 16 of the hours were specifically open to the public while 8 are optional closed door hours.

RECOMMENDATION:

- I would like to recommend keeping the status quo (24 hours) for the time being to ascertain the needs
- The real test will be when the utility bills go out in October.

Respectfully Submitted by: Michele Bonneau, CAO



RESORT VILLAGE OF ELK RIDGE

**BYLAW NO. 2024-04
A BYLAW TO PROVIDE FOR A BASE TAX**

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

1. This bylaw shall be known as the “Base Tax Bylaw”.
2. A base tax shall apply to the types and classifications of property included in the table below for all property within the boundaries of the Resort Village of Elk Ridge:

Property Class	Type of Property		
	Land	Improvements	Land & Improvements
Multi-Residential	100	260	360
Residential	100	1100	1200
Commercial & Industrial	100	200	300

3. Where a property is classified within more than one property classification by the Saskatchewan Assessment Management Agency, the base tax calculation shall be considered independently and applied to each classification.
4. This Bylaw shall come into effect on the day of its final passing.

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

ADMINISTRATORS'S REPORT - July 18, 2024

Date	ADMINISTRATION HIGHLIGHTS:
	GST - July - Dec 2023 filed
	Thank you to Elk Ridge Resort for cleaning up Recycle bin overflow.
	Auditors - on site - July 25, 2024
	Meeting with Engineer - Ian Farthing - Associated Engineers - July 26, 2024
	Lot 65 Estates Dr - submitted an application for a building permit - detached garage
Date	MINUTES FOLLOW UP
	- HR plan attached
	- request sent to Canada Post - regarding Postal Code
Date	OFFICE NOTES
	- new Council training will likely be confirmed after July 27, 2024
	- Fire ban July 11, 2024
Date	HR/Personell NOTES
	- letters of offer to two Utility Staff accepted and signed
	- All required U or R classes completed (LG 200, LG 202, LG 204, LG 206, LG 208AA)
Date	GRANT UPDATES/UPCOMING
	- received confirmation of Compliance with for Municipal Revenue Sharing & cheque
Date	RATEPAYER CONCERNS
	- dog barking complaint - Bylaw 32-2022 A Bylaw to Regulate Noise... ratepayer contacted
	- Waiting for quotes from contractors to confirm pavement repairs

July

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 OFFICE 8:00 – 4:00	4 OFFICE 8:00 – 4:00	5 OFFICE 11:00 – 3:00	6 OFFICE 11:00 – 3:00
7	8	9	10 OFFICE 8:00 – 4:00	11 OFFICE 8:00 – 4:00	12 OFFICE 11:00 – 3:00	13 OFFICE 11:00 – 3:00
14	15	16	17 OFFICE 8:00 – 4:00	18 OFFICE 8:00 – 4:00	19 OFFICE 11:00 – 3:00	20 OFFICE 11:00 – 3:00
21	22	23	24 OFFICE 8:00 – 4:00	25 OFFICE 8:00 – 4:00	26 OFFICE 11:00 – 3:00	27 OFFICE 11:00 – 3:00
28	29	30	31 OFFICE 8:00 – 4:00			

August

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 OFFICE 8:00 – 4:00	2 OFFICE 11:00 – 3:00	3 OFFICE 11:00 – 3:00
4	5	6	7 OFFICE 8:00 – 4:00	8 OFFICE 8:00 – 4:00	9 OFFICE 11:00 – 3:00	10 OFFICE 11:00 – 3:00
11	12	13	14 OFFICE 8:00 – 4:00	15 OFFICE 8:00 – 4:00	16 OFFICE 11:00 – 3:00	17 OFFICE 11:00 – 3:00
18	19 LADIES LOBSTICK WEEK	20	21 OFFICE 8:00 – 4:00	22 OFFICE 8:00 – 4:00	23 OFFICE 11:00 – 3:00	24 OFFICE 11:00 – 3:00
25	26	27	28 OFFICE 8:00 – 4:00	29 OFFICE 8:00 – 4:00	30 OFFICE 11:00 – 3:00	31 OFFICE 11:00 – 3:00

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

	Current	Year To Date	Budget	Variance	%
REVENUES					
TAXATION					
Municipal Taxes					
410-110-100 - General Municipal Levy	308,746.40	308,746.40	309,107.00	(360.60)	0.12-
410-120-100 - Abatements and Adjustments			(500.00)	500.00	100.00
410-130-100 - Discount on Municipal Tax - Property	(1,027.89)	(2,413.42)	(5,000.00)	2,586.58	51.73
	<u>307,718.51</u>	<u>306,332.98</u>	<u>303,607.00</u>	<u>2,725.98</u>	<u>0.90</u>
Penalties on Tax Arrears					
410-400-110 - Penalty on Mun Taxes Current - Proper			1,500.00	(1,500.00)	100.00-
410-400-210 - Penalty on Mun Taxes Arrears - Proper	112.44	711.58	730.00	(18.42)	2.52-
	<u>112.44</u>	<u>711.58</u>	<u>2,230.00</u>	<u>(1,518.42)</u>	<u>68.09-</u>
Special Municipal Levy					
410-610-100 - Special Municipal Levy - Sanitation	840.00	840.00		840.00	
	<u>840.00</u>	<u>840.00</u>	<u>0.00</u>	<u>840.00</u>	<u>0.00</u>
TOTAL TAXATION:	<u>308,670.95</u>	<u>307,884.56</u>	<u>305,837.00</u>	<u>2,047.56</u>	<u>0.67</u>
FEES AND CHARGES					
Other					
Tax Certificate					
420-800-100 - F&C - Tax Certificate	25.00	200.00	500.00	(300.00)	60.00-
	<u>25.00</u>	<u>200.00</u>	<u>500.00</u>	<u>(300.00)</u>	<u>60.00-</u>
	<u>25.00</u>	<u>200.00</u>	<u>500.00</u>	<u>(300.00)</u>	<u>60.00-</u>
TOTAL FEES AND CHARGES:	<u>25.00</u>	<u>200.00</u>	<u>500.00</u>	<u>(300.00)</u>	<u>60.00-</u>
MAINTENANCE AND DEVELOPMENT CHARGES					
Development Charges					
430-200-100 - M&D - Building/Development Permits			6,000.00	(6,000.00)	100.00-
	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>	<u>(6,000.00)</u>	<u>100.00-</u>
Public Reserve					
430-400-100 - M & D - RV Park fees			23,600.00	(23,600.00)	100.00-
	<u>0.00</u>	<u>0.00</u>	<u>23,600.00</u>	<u>(23,600.00)</u>	<u>100.00-</u>
TOTAL MAINTENANCE AND DEVELOPMENT	<u>0.00</u>	<u>0.00</u>	<u>29,600.00</u>	<u>(29,600.00)</u>	<u>100.00-</u>
UNCONDITIONAL TRANSFERS					
Unconditional Transfers					
450-110-100 - Unconditional - (Revenue Sharing)	38,553.00	38,553.00	38,553.00		
	<u>38,553.00</u>	<u>38,553.00</u>	<u>38,553.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL UNCONDITIONAL TRANSFERS:	<u>38,553.00</u>	<u>38,553.00</u>	<u>38,553.00</u>	<u>0.00</u>	<u>0.00</u>
CONDITIONAL GRANTS					
Local					
450-400-100 - Conditional - Local - MMSW	462.99	911.34	2,000.00	(1,088.66)	54.43-

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

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	Current	Year To Date	Budget	Variance	%
450-420-100 - Conditional - Local - SK Lott/Comm Gr:		975.00	975.00		
	462.99	1,886.34	2,975.00	(1,088.66)	36.59-
TOTAL CONDITIONAL GRANTS:	462.99	1,886.34	2,975.00	(1,088.66)	36.59-
INVESTMENT INCOME AND COMMISSIONS					
Investment and Income Revenue					
470-100-100 - Interest Revenue	926.32	926.32	29,120.00	(28,193.68)	96.82-
	926.32	926.32	29,120.00	(28,193.68)	96.82-
TOTAL INVESTMENT INCOME AND COMMIS	926.32	926.32	29,120.00	(28,193.68)	96.82-
OTHER REVENUES					
Other Revenue					
480-900-900 - Miscellaneous Revenue		7,374.29		7,374.29	
	0.00	7,374.29	0.00	7,374.29	0.00
TOTAL OTHER REVENUES:	0.00	7,374.29	0.00	7,374.29	0.00
TOTAL REVENUES:	348,638.26	356,824.51	406,585.00	(49,760.49)	12.24-

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

	Current	Year To Date	Budget	Variance	%
EXPENDITURES					
GENERAL GOVERNMENT SERVICES					
Wages & Benefits					
Wages					
510-110-110 - GG - Council - Indemnity	1,075.00	7,125.00	16,000.00	8,875.00	55.47
	<u>1,075.00</u>	<u>7,125.00</u>	<u>16,000.00</u>	<u>8,875.00</u>	<u>55.47</u>
510-110-230 - GG - Wages - Administrator	2,356.39	13,917.83	45,000.00	31,082.17	69.07
510-110-530 - GG - Wages - Other			1,000.00	1,000.00	100.00
	<u>3,431.39</u>	<u>21,042.83</u>	<u>62,000.00</u>	<u>40,957.17</u>	<u>66.06</u>
Benefits					
510-120-230 - GG - Benefits - Administration	368.81	2,176.93	9,000.00	6,823.07	75.81
510-130-230 - GG - Benefits - Group Insurance	103.64	155.46		(155.46)	
510-130-234 - GG - Benefits - Worker Compensation		668.69	400.00	(268.69)	67.17-
	<u>472.45</u>	<u>3,001.08</u>	<u>9,400.00</u>	<u>6,398.92</u>	<u>68.07</u>
	<u>3,903.84</u>	<u>24,043.91</u>	<u>71,400.00</u>	<u>47,356.09</u>	<u>66.33</u>
Professional/Contract Services					
510-200-110 - GG - Cont. - Legal			5,000.00	5,000.00	100.00
510-200-130 - GG - Cont. - Audit/Accounting		3,856.20	9,000.00	5,143.80	57.15
510-200-150 - GG - Cont. - Assessment - SAMA		5,655.00	5,655.00		
510-200-170 - GG - Cont. - Advertising		148.56	1,000.00	851.44	85.14
510-200-190 - GG - Cont. - Office Rent	500.00	3,000.00	6,000.00	3,000.00	50.00
510-210-120 - GG - Cont. - Council - Mileage		80.30	1,500.00	1,419.70	94.65
510-210-140 - GG - Cont. - Council Hotel/Meals/Parkin			3,500.00	3,500.00	100.00
510-210-150 - GG - Cont. - Council - Workshops/Mee			1,000.00	1,000.00	100.00
510-210-180 - GG - Cont. - Admin Mileage	84.32	472.60	1,000.00	527.40	52.74
510-210-170 - GG - Cont. - Admin Hotel/Meals/Parkin		524.04	1,000.00	475.96	47.60
510-210-180 - GG - Cont. - Admin Workshops/Conf F		300.00	1,500.00	1,200.00	80.00
510-230-100 - GG - Cont. - Insurance - General & Bor		2,139.00	2,500.00	361.00	14.44
510-240-100 - GG - Cont. - Memberships & Subscripti		1,371.32	2,500.00	1,128.68	45.15
510-250-150 - GG - Cont. - Software/Hardware Contr	395.37	14,329.98	14,050.00	(279.98)	1.99-
510-250-200 - GG - Cont. - Public Relations			2,000.00	2,000.00	100.00
510-260-100 - GG - Cont. - Tax Enforcement/Collectic			1,000.00	1,000.00	100.00
510-260-150 - GG - Cont. - Elections			2,500.00	2,500.00	100.00
510-280-100 - GG - Cont. - Printer Lease/Copies	186.23	393.83	1,200.00	806.17	67.18
510-280-150 - GG - Cont. - Mentoring		3,199.20	7,400.00	4,200.80	56.77
510-280-170 - GG - Cont. - Assessment Appeals		472.50	600.00	127.50	21.25
510-290-100 - GG - Cont. - Bank Charges	17.00	203.25	200.00	(3.25)	1.63-
	<u>1,182.92</u>	<u>36,145.78</u>	<u>70,105.00</u>	<u>33,959.22</u>	<u>48.44</u>
Utilities					
510-300-140 - GG - Utility - Internet	12.40	87.75	200.00	112.25	56.13
510-300-141 - GG - Utility - Cell Phone	70.50	431.33	1,300.00	868.67	66.82
	<u>82.90</u>	<u>519.08</u>	<u>1,500.00</u>	<u>980.92</u>	<u>65.39</u>
Maintenance, Material and Supplies					
510-400-110 - GG - M&S - Postage		276.00	1,000.00	724.00	72.40
510-410-140 - GG - M&S - Office Supplies		161.69	3,000.00	2,838.31	94.61
	<u>0.00</u>	<u>437.69</u>	<u>4,000.00</u>	<u>3,562.31</u>	<u>89.06</u>
Grants and Contributions					

Resort Village of Elk Ridge
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For the Period Ending June 30, 2024

	Current	Year To Date	Budget	Variance	%
510-500-110 - GG - Grants and Contributions			1,000.00	1,000.00	100.00
	0.00	0.00	1,000.00	1,000.00	100.00
Other					
510-900-110 - GG - Other	10.00	20.00	500.00	480.00	96.00
	10.00	20.00	500.00	480.00	96.00
TOTAL GENERAL GOVERNMENT SERVICES	5,179.66	61,166.46	148,505.00	87,338.54	58.81
 PROTECTIVE SERVICES					
POLICE PROTECTION					
Professional/Contractual Services					
520-210-100 - PS - Police - RCMP Contract			5,500.00	5,500.00	100.00
	0.00	0.00	5,500.00	5,500.00	100.00
Other					
521-210-100 - PS - Security - Cameras Expenses			4,000.00	4,000.00	100.00
	0.00	0.00	4,000.00	4,000.00	100.00
TOTAL POLICE PROTECTION:	0.00	0.00	9,500.00	9,500.00	100.00
 FIRE PROTECTION					
Professional/Contractual Services					
525-210-110 - PS - Fire - EMO Contracted Services			3,000.00	3,000.00	100.00
525-210-200 - PS Fire Contract Services			25,000.00	25,000.00	100.00
525-210-210 - PS Fire Dispatch Services		186.90	250.00	63.10	25.24
	0.00	186.90	28,250.00	28,063.10	99.34
TOTAL FIRE PROTECTION:	0.00	186.90	28,250.00	28,063.10	99.34
TOTAL PROTECTIVE SERVICES:	0.00	186.90	37,750.00	37,563.10	99.50
 TRANSPORTATION SERVICES					
MAINTENANCE					
Professional/Contractual Services					
530-210-110 - TS - Contract - Mowing			7,500.00	7,500.00	100.00
530-210-120 - TS - Contract - Street Sweeping	1,203.52	7,774.46	6,500.00	(1,274.46)	19.61-
530-210-130 - TS - Contract - Snow Removal		8,353.24	20,000.00	11,846.76	58.23
530-210-140 - TS - Contract - Line Painting			1,500.00	1,500.00	100.00
530-210-150 - TS - Contract - Road Maintenance	626.73	626.73		(626.73)	
	1,830.25	16,754.43	35,500.00	18,745.57	52.80
Utilities					
530-300-110 - TS - Utility - Heat		433.01	1,500.00	1,066.99	71.13
530-300-120 - TS - Utility - Power		551.56	1,200.00	648.44	54.04
530-310-100 - TS - Utility - Power - Street Lights	844.68	5,089.83	12,000.00	6,910.17	57.58
	844.68	6,074.40	14,700.00	8,625.60	58.68
Maintenance, Materials & Supplies					
530-470-100 - TS - M&S - Road/Street Signs			500.00	500.00	100.00
	0.00	0.00	500.00	500.00	100.00
TOTAL MAINTENANCE:	2,674.93	22,828.83	50,700.00	27,871.17	54.97
 CONSTRUCTION					

Resort Village of Elk Ridge
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For the Period Ending June 30, 2024

	Current	Year To Date	Budget	Variance	%
535-600-699 - TS-Const - Amort-Infrastructure			6,037.00	6,037.00	100.00
	0.00	0.00	6,037.00	6,037.00	100.00
TOTAL CONSTRUCTION:	0.00	0.00	6,037.00	6,037.00	100.00
TOTAL TRANSPORTATION SERVICES:	2,674.93	22,828.83	56,737.00	33,908.17	59.76
ENVIRONMENTAL SERVICES					
Professional/Contractual Services					
540-200-110 - EH&W - Cont. - Waste Collection/Dispc	1,479.57	3,518.86	10,000.00	6,481.14	64.81
540-200-120 - EH&W - Cont. - Recycle Contract	796.50	3,678.60	12,000.00	8,321.40	69.35
540-210-300 - EH&W - Cont. - Other Services	(12,995.00)				
540-210-310 - EH&W - Cont. - Waste Bin Monitoring	175.00	1,050.00	2,100.00	1,050.00	50.00
540-230-100 - EH Memberships			450.00	450.00	100.00
	(10,543.93)	8,247.46	24,550.00	16,302.54	66.41
TOTAL ENVIRONMENTAL SERVICES:	(10,543.93)	8,247.46	24,550.00	16,302.54	66.41
PLANNING AND DEVELOPMENT SERVICES					
Professional/Contractual Services					
560-200-110 - P&D - Cont. - Planning & Zoning	2,100.00	2,100.00	12,000.00	9,900.00	82.50
560-200-120 - P&D - Cont. - Building Inspections			6,000.00	6,000.00	100.00
560-200-130 - P&D - Cont. - Website Contract			1,000.00	1,000.00	100.00
560-250-100 - P&D - Cont.- Development Appeals Ex			450.00	450.00	100.00
	2,100.00	2,100.00	19,450.00	17,350.00	89.20
TOTAL PLANNING AND DEVELOPMENT SEF	2,100.00	2,100.00	19,450.00	17,350.00	89.20
RECREATION AND CULTURAL SERVICES					
Professional/Contractual Services					
570-290-100 - R&C - Cont. - Library			2,200.00	2,200.00	100.00
	0.00	0.00	2,200.00	2,200.00	100.00
Maintenance, Materials and Supplies					
570-420-190 - R&C - M&S - Other Supplies			2,000.00	2,000.00	100.00
	0.00	0.00	2,000.00	2,000.00	100.00
Grants and Contributions					
570-500-120 - R&C - Grants - Community Rec Initiativ			12,000.00	12,000.00	100.00
	0.00	0.00	12,000.00	12,000.00	100.00
TOTAL RECREATION AND CULTURAL SERV	0.00	0.00	16,200.00	16,200.00	100.00
UTILITIES					
WATER					
Professional/Contractual Services					
580-200-110 - UT - Water - Legal Fees	13,477.92	18,590.91	37,945.00	19,354.09	51.01
	13,477.92	18,590.91	37,945.00	19,354.09	51.01
TOTAL WATER:	13,477.92	18,590.91	37,945.00	19,354.09	51.01
TOTAL UTILITIES:	13,477.92	18,590.91	37,945.00	19,354.09	51.01

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

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	Current	Year To Date	Budget	Variance	%
TOTAL EXPENDITURES:	12,888.58	113,120.56	341,137.00	228,016.44	66.84
CHANGE IN NET-FINANCIAL ASSETS					
Revenues	348,638.26	356,824.51	406,585.00	(49,760.49)	12.24-
Expenditures	12,888.58	113,120.56	341,137.00	228,016.44	66.84
CHANGE IN NET FINANCIAL ASSETS	335,749.68	243,703.95	65,448.00	178,255.95	272.36
OPERATING SURPLUS/DEFICIT (Chg in Net Asst)	335,749.68	243,703.95	65,448.00	178,255.95	272.36
Transfers					
Transfers Out			(60,000.00)	60,000.00	100.00
Total Transfers:	0.00	0.00	(60,000.00)	60,000.00	100.00
CHANGE IN GENERAL SURPLUS	335,749.68	243,703.95	5,448.00	238,255.95	4373.27

	Current	Year to Date	Balance
ACCOUNT BALANCES			
Cash and Investments			
110-110-110 - Cash - On Hand - Petty Cash			2.72
110-110-120 - Cash - Bank - Operating	133,388.09	76,365.72	60,267.72
110-110-130 - Cash - Bank - Term Deposit			608,000.00
110-110-140 - Cash - Reserves			120,000.00
Total Cash and Investments:	133,388.09	76,365.72	788,270.44
Municipal Taxes Receivable			
110-200-100 - Municipal - Tax Receivable - Current	205,563.70	178,943.44	175,129.85
110-200-110 - Municipal - Tax Receivable - Arrears	(5,471.35)	(6,486.97)	(6,486.97)
110-200-300 - Municipal Fire Levy #1 - Current	1,973.36	356.01	356.01
110-200-310 - Municipal Fire Levy #1 - Arrears	(449.48)	(501.10)	(501.10)
Total Municipal Taxes Receivable:	201,616.23	172,311.38	168,497.79
Other Receivables			
110-210-100 - Sask Rivers SD #11 Taxes Receivable	252,027.22	221,243.13	221,749.28
110-300-100 - Due From Federal Gov't/Agency		(8,773.17)	3,404.45
110-340-110 - GST Receivable - 100% Rebate	333.22	3,694.97	3,694.97
Total Other Receivables:	252,360.44	216,164.93	228,848.70

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

June 30, 2024

Affinity Bank Balance

As of June 30, 2024	\$ 287,075.44
Add:	
Outstanding Deposits:	\$ 41,075.42
Outstanding E-transfers	
Less:	
Outstanding Cheques (See attached)	\$ 147,873.14
	\$ -
Reserve Transfers not Transferred Yet	\$ 120,000.00
Receipt 240011-005 Adjustment (240019-012)	\$ 10.00
Reconciled Balance	\$ 60,267.72
General Ledger Bank Balance at Month End (110-110-120)	\$ 60,267.72

List of Outstanding Cheques

OB	SaskPower	886.77
EFT	Minister of Finance	141,327.42
EFT	CRA	961.14
OB	SUMA benefits	207.99
	329 RM of Paddockwood	2,100.00
	330 Greenland Waste	2,389.82

Total Outstanding Cheques **\$ 147,873.14**

**Resort Village of Elk Ridge
Payment Register**

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Bank Code: Bank1 - Main Demand

Payment#	Vendor	Date	Amount
Computer Cheque			
329	RM OF PADDOCKWOOD	2024-06-30	2,100.00
330	GREENLAND WASTEDISPOSAL L1	2024-06-30	2,389.82
Total for Computer Cheque:			<u>4,489.82</u>
E-Transfer			
2024-0047	ELK RIDGE RESORT	2024-06-13	525.00
2024-0048	Gary Provender	2024-06-13	175.00
2024-0049	LAKELAND EXCAVATING SERVICE	2024-06-13	1,733.43
2024-0050	MUNISOFT	2024-06-13	415.14
2024-0051	PENTElsa	2024-06-13	4,200.00
2024-0052	BONNEAU, MICHELE	2024-06-26	84.32
2024-0053	LAKELAND EXCAVATING SERVICE	2024-06-27	183.15
2024-0054	CANADAREVENUE AGENCY	2024-06-30	961.14
2024-0055	MINISTRY OF FINANCE	2024-06-30	141,327.42
Total for E-Transfer:			<u>149,604.60</u>
Online Banking			
2024-0027	MUNICIPAL EMPLOYEES PENSION	2024-06-26	629.44
2024-0028	De Lage Landen Financial Services C	2024-06-27	194.45
2024-0029	Sasktel	2024-06-27	12.99
2024-0030	SUMA Group Benefits	2024-06-30	207.99
2024-0031	Sasktel	2024-06-15	73.37
2024-0032	Saskpower	2024-06-30	886.77
Total for Online Banking:			<u>2,005.01</u>
Total for Bank1:			<u><u>156,099.43</u></u>

Payments Printed: 17



RESORT VILLAGE OF ELK RIDGE

BYLAW NO. 2024-09

A BYLAW TO ESTABLISH PROPERTY TAX INCENTIVES AND 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 owing 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.
- d) No penalty is to be added to any tax account in good standing that is on the monthly Tax Installment Payment Plan.

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. Incentive Program – Prepayments

- a) Where taxes levied for the previous taxation year(s) are paid in full, excluding monthly Tax Installment Payment Plan payments, then notwithstanding that taxes for a taxation year have not been levied, the whole or any portion of the municipal taxes paid to the Resort Village on or before March 31 for that taxation year shall receive a discount on the amount paid.

- b) The rate of discount relative to prepayment of taxes:
 - i. Declining discount
 - 1. During the month of January shall be 6%
 - 2. During the month of February shall be 5%
 - 3. During the month of March shall be 4%

5. Education Property Taxes

Section 4 does not apply to property taxes levied on behalf of a school division.

6. Coming into Force

This bylaw shall come into force on July 18, 2024.

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. 27-2022

A BYLAW RESPECTING OPEN-AIR FIRE RESTRICTION

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

TITLE:

This bylaw shall be referred to as the “*Fire Restriction Bylaw*”.

PURPOSE:

to restrict or eliminate the use of fire within the municipality in areas of fire danger;
to attempt to minimize the risk of accidental fire;
to regulate open fires, fireworks and burning of any kind;
to provide for public safety.

PART I – DEFINITIONS

1. “Administrator” shall mean the administrator of the municipality, or in their absence their designate;
2. “Council” shall mean the council of the municipality;
3. “Designated Officer” shall mean the Administrator, a Peace Officer, and any person appointed to enforce this bylaw;
4. “Solid fuel fire” shall mean combustion whether or not flame is present or visible.
5. “Discharge” includes to ignite, fire, or set off and the words “discharging” and “discharged” have a similar meaning;
6. “Fireworks” means any article defined as a firework pursuant to The Canada Explosives Act or any Regulations thereto, shall also include Low Hazard Fireworks and High Hazard Fireworks and Manufactured Fireworks and include fireworks for recreation;
7. “Municipality” shall mean the Resort Village of Elk Ridge;
8. “Peace Officer” means a peace officer as defined in *The Summary Offences Procedures Act, 1990*;

9. "Mayor" shall mean the person elected as Mayor to the municipality, or in their absence the Deputy Mayor.
10. "Supervising Officer" means a person appointed by the Municipality.

PART II – GENERAL REQUIREMENT

11. Fireworks of any kind cannot be discharged without a valid permit from the Municipality. See schedule A.
12. Open air fires for any other purpose other than for recreation or food preparation purposes must have a valid permit from the Municipality. See Schedule B.
13. Open-air fires are not permitted outside the hours of 2:00 p.m. to 11:00 p.m.
14. Open air fires are permitted only when the wind does not exceed 15 kmh.
15. Unless the ground is snow covered any open-air fire/solid fuel fire shall:
 - i. burn only dry, seasoned, preservative-free cord wood or charcoal briquettes.
 - ii. be in a non-combustible receptacle made of materials such as brick, cement or metal of at least 18 gauge and on a non-combustible base;
 - iii. not be closer than 3 m. (9.84 feet) to the unit's property line and no closer than 3 m. (9.84 feet) to any combustibles. Distance from combustibles to be measured from the edge of any overhangs.
 - iv. not contain, rubbish, household/garden/yard waste, or building materials, plastics, rubber, painted or creosoted wood or any contraventions of the *Air Quality Pollution Control Act* of the Province of Saskatchewan.
 - v. the opening of the firebox cannot exceed .61 m. or 24 inches.
 - vi. be covered with a heavy gauge spark arrester screen.
 - vii. not have a flame more than ½ m. or 18 inches above the wall of the receptacle.
 - viii. be supervised continuously by an adult with a nearby means of extinguishing the fire such as a fire extinguisher, a water hose;
 - ix. be thoroughly extinguished before leaving an open-air fire.
16. For the purposes of determining if a fire is left unattended a Court of competent jurisdiction shall accept as evidence that a fire was left unattended if;
 - a. a peace officer or fire department has been dispatched to a fire as a result of a call from the public, where the public advised that a fire is burning and is unattended,
 - b. a person is able to provide information that they have observed the fire burning and that no persons are present or near to the fire.

- c. there is no reasonable evidence to the contrary that the fire was in fact unattended.
17. Any person found guilty of any contravention of this bylaw is subject to a fine of not less than \$500. A corporation will be subject to a fine of not less than \$1000. Any charges for attendance at a fire will be assessed to the owner of the property.

PART III - FIRE BAN

18. A fire ban prohibiting open flame, fire or burning of any kind may be issued by a resolution of Council or jointly by any two officials of the Municipality identified in 20.
19. A fire ban shall be issued in writing and shall identify;
- a. the time and date that the fire ban commences;
 - b. the land location(s) the fire ban covers;
 - c. the time and date the fire ban is lifted, or will be reviewed;
 - d. the person or persons authorizing the fire ban;
 - e. the Authority allowing the fire ban;
 - f. other information that may be in the public interest.
20. Pursuant to section 18 the municipal officials so authorized, in any tandem, to issue a fire ban are the Administrator, Mayor, Deputy Mayor, Peace Officer or designated Supervising Officer.
21. No person shall light, or start, or allow or cause to be lighted, ignited or started a flame, fire or burning of any kind whatsoever in the open air during a fire ban. **Electric, propane, or natural gas appliances used in accordance with Manufacturer direction are not considered open-air.**
22. No person shall discharge, or start or allow or cause to be discharged, ignited or started any fireworks of any kind whatsoever during a fire ban.
23. A Designated Officer may direct or order any flame, fire or burning to be extinguished forthwith provided that the Designated Officer has reasonable grounds to believe that the continued flame, fire or burning may constitute a hazard.
24. No person shall fail to comply with the lawful direction of a Designated Officer.
25. A Designated Officer may cause any flame, fire or burning to be extinguished forthwith during any period for which a fire ban is in effect within the municipality.

26. The cost of any response to any property where there is a report of any flame, fire or burning during a fire ban shall be the responsibility of the person responsible for the ignition of the flame, fire or burning. If the person or party responsible cannot be readily found or identified, any such costs shall be the responsibility of the property occupant or owner.
27. The Administrator shall add to the taxes of the property owned, occupied or inhabited by the person or persons referred to in Section 24 of this bylaw any, amount which remains unpaid 30 days after the person has been invoiced for the costs associated with any response to reports of a flame, fire or burning during a fire ban.
28. Every person who contravenes any provision of this bylaw is guilty of an offence and liable on summary conviction to:
 - a. in the case of a first offence, to a fine not less than \$500 and not more than \$10,000;
 - b. in the case of a second offence to a fine not less than \$750 and not more than \$10,000;
 - c. in the case of a third or subsequent offence to a fine of not less than \$1000 and not more than \$10,000, to imprisonment for not more than one year or to both.
29. Any amount which remains unpaid 30 days after the person/business has been invoiced, the Administrator shall add to the taxes of the property owned, occupied or inhabited where the offence occurred.
30. A new offence is deemed to have been committed two (2) hours, or more, from any previous offence.

LIMITATION OF PROSECUTION

31. Unless otherwise specifically stated no prosecution for an offence pursuant to this bylaw is to be commenced after two years from the date on which the offence is alleged to have been committed or, in the case of a continuing offence, the last date on which the offence was committed.
32. If any Part, section, subsection, sentence, clause, phrase or other portion of this Bylaw is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions of the Bylaw.
33. This bylaw shall come into force on final passing thereof.

(Seal)

Mayor

Administrator

Read a third time and adopted
This ____ day of July, 2024.



RESORT VILLAGE OF ELK RIDGE

BYLAW NO. 27-2022

SCHEDULE "A"

APPLICATION FOR A SPECIAL PERMIT FOR DISCHARGNG OF FIREWORKS is hereby made in

accordance with the provisions of Resort Village of Elk Ridge Fireworks Bylaw No. 27-2022 by: ORGANIZATION

INFORMATION Please print Group or Organization:

Contact: _____

Signing Authority: _____

Address: _____

Telephone: _____

Cell: _____

For a special permit to explode fireworks on: the _____ day of _____, 20__ from _____am/pm to

_____ am/pm at (location)_____ Name of Fireworks Supervisor:

_____ Telephone: _____ Address:

_____ Signature of Property

Owner Signature of Fireworks Supervisor (if not owner) -----

THE RESORT VILLAGE OF ELK RIDGE SPECIAL PERMIT PERMISSION is hereby granted in accordance with the

provisions of "Resort Village of Elk Ridge Bylaws" to:

Name of Organization: _____

Address & Telephone Number: _____

For the exploding of fireworks on the ___ day of _____, 20___ from ___ am/pm to _____ a.m./p.m
at (location) _____ Issued at the Resort Village Elk Ridge,
Saskatchewan, this ___ day of _____, 20_____.

Signature of Designated Officer

PERMIT NUMBER

The Resort Village of Elk Ridge accepts no responsibility for liability or costs incurred as a result of authorizing this permit. THIS PERMIT IS NOT TRANSFERABLE



RESORT VILLAGE OF ELK RIDGE

BYLAW NO. 27-2022

SCHEDULE "B"

PERMIT TO BURN

PERMIT # _____

Date _____

This permit authorizes _____ of _____, (owner/occupant)
_____ (address of burn), to burn the following:

List materials to be burned:

___ on the above mentioned property between the ___ day of _____,
20___ and the ___ day of _____, 20___, in compliance with the following
conditions:

BEFORE BURNING YOU MUST CALL THE BURN CONTROL CENTRE AT 1-866-404-4911

Where a permit is issued, the issuer shall determine the special precautions if any, to be taken. Unless the issuer otherwise prescribes in writing the permittee shall pile the material to be burned in heaps or rows and he shall not start a fire or cause a fire to be started within fifty yards from any forest land.

Every permittee shall:

Exercise every reasonable care and precaution to prevent the fire from spreading and carefully extinguish it before leaving the place;

Notify the owners or occupiers of any adjacent forest land before starting the fire.

The issuance of a burning permit does not discharge the person acting thereunder from responsibility for damage caused by the fire.

Notwithstanding the issuance of a permit, no fire shall be started if conditions exist that may cause the fire to spread or go out of control.

If a fire spreads or is likely to spread and expenditure is incurred by the Municipality or any person in controlling or extinguishing the fire, the permittee is liable for the amount expended, and the amount may be recovered in any Court of Competent Jurisdiction.

THIS PERMIT WILL BE VOID WHEN A FIRE BAN IS IN EFFECT

The Resort Village of Elk Ridge accepts no responsibility for liability or costs incurred as a result of authorizing this permit.

Authorized Permit Issuer, Title

PERMIT NUMBER

Bylaw 27-2022 Responsibilities of Permittee:

1. Fire is to be supervised and under control at all times.
2. Every permittee shall exercise every reasonable care and precaution to prevent the fire from spreading, to extinguish the fire upon permit expiry, and to ensure the fire is completely out.
3. Notwithstanding the issue of a permit, no fire shall be started if conditions exist that might cause the fire to spread beyond the control of the permittee.
4. If a fire spreads or is likely to spread and expenditure is incurred to suppress or control the fire, the permittee is liable for all costs incurred, which may be recovered in any court of competent jurisdiction.
5. The permittee is not exempt from damages that may be caused to adjacent landowners.
6. Smoke management concerns are to be adhered to, including (but not limited to) the following:
 - a. smoke must not at any time affect road traffic safety.
 - b. smoke must not at any time affect the health and well-being of adjacent homeowners, businesses, or the general public.
 - c. wind direction and smoke travel are to be considered prior to fire ignition.
7. In accordance with the Clean Air Act & Regulations, burning of wood or grass material only, to not include:
 - a. petroleum products
 - b. plastics
 - c. rubber materials
 - d. treated or painted wood products
 - e. household, commercial, or industrial waste/garbage Contravention of the Clean Air Act & Regulations and may result in Prosecution

General Rules

All fireguards must be bladed or disked to mineral soil to cover 100% of the guard.

Widths:

- Fine Fuels (Grass, Stubble): 6-15m (20-50 ft.), 15-23m (50-75 ft.) from standing timber.
- Windrows, brush piles: 6-15m (20-50 ft.), 23-46m (75-150 ft.) from standing timber.
- Rangeland improvements: 60m (200 ft.) from standing crown timber.

Weather conditions vs Burning conditions:

	Risky	Optimum	Poor
Relative Humidity (%)	< 25	25-35	> 35
Wind (km per hour)	> 20	5-20	< 5
Temp (°C)	> 21	15-18	< 15

Additional Information:

- Out means completely extinguished, with no flame, smoke, or heat present.
- Burn Control # 1-866-404-4911
- Wildfire Management requires 24-hour notice prior to issuing a Burn Notification – Please plan ahead.
- For fire hazard conditions, you can go to www.environment.gov.sk.ca/firesmart I have read and understand the above and I accept personal responsibility that I will abide by the Bylaws, and the conditions of the approval by the Municipality.

Applicant Name

Date

Contact Phone Number