

Resort Village of Elk Ridge
Agenda
November 12, 2024 4:30 pm – Regular Meeting – Elk Ridge Resort

1. Call to Order

2. Approval of Agenda:

3. Adoption of Minutes:

3.1 Regular Meeting Minutes – October 15, 2024 (p 3-6)

3.2 Special Meeting Minutes – October 22, 2024 (p 7-8)

4. Declaration of Conflict of Interest:

5. Delegations Scheduled:

5.1 Brent Friedt – SAMA 2025 Reassessment (p 9-10)

5.2 Clint Austin

5.2.1 Engineering Services – ICIP Project (p 11-22)

5.2.2 Public Information for Water and Sewer Policy (Draft) (p 23-25)

5.2.3 Waterworks and Sewage Works Rate Policy (Draft) (p 26-27)

6. Public Hearings:

7. Public Acknowledgements:

8. Business Arising from Minutes:

8.1 By-election – Notice of Polls (p 28)

9. New Business:

9.1 Donation Policy (p 29-31)

10. Motions:

11. Administration Reports:

11.1 Administrator Report (p 32)

12. Financial Report

12.1 Detailed Financial Report, Bank Reconciliation, Payments Register (p 33-40)

13. Reading of Bylaw(s):

14. Notice of Motion:

15. Inquiries:

16. In camera:

17. Information Items/Correspondence:

18. Adjournment



**Resort Village of Elk Ridge
Regular Meeting Minutes Council
October 15, 2024**

Regular meeting of Council held on Monday October 15, 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

1. CALL TO ORDER

Mayor Margaret Smith-Windsor called this regular meeting of the Council to order at 4:32 p.m..

2. APPROVAL OF AGENDA

2024-217 ARCHER: That the agenda be adopted as presented.
HALL: Seconded the motion

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Meeting Minutes – September 17, 2024
2024-218 SMITH-WINDSOR: That the minutes of the September 17, 2024 Regular Council Meeting be adopted.
ARCHER: Seconded the motion

4. DECLARATION OF CONFLICT OF INTEREST

5. DELEGATIONS

6. PUBLIC HEARINGS

7. PUBLIC ACKNOWLEDGEMENTS

8. BUSINESS ARISING FROM MINUTES

8.1 By-election
2024-219 SCHWEHR: That Ross Hewett’s resignation effective September 30, 2024 be accepted as submitted.
HALL: Seconded the motion

CARRIED

2024-220 SCHWEHR: That Council approve Option 1 and call for a by-election to fill the vacancy on council.

Option 1

Appoint RO	15-Oct-24
Nominations Open	18-Oct-24
Nomination day	02-Nov-24
Withdrawal date	03-Nov-24
Notice of Poll	16-Nov-24
Advance Poll	30-Nov-24
Election day	07-Dec-24

HALL: Seconded the motion

CARRIED

8.2 HMC Proposal

2024-221 SCHWEHR: That Council engage HMC Management for Integrated Planning training at as cost of \$7,272 plus GST & expenses.

ARCHER: Seconded the motion

CARRIED

8.3 Winter Road Maintenance Contract

2024-222 SCHWEHR: That Council authorize the Resort Village of Elk Ridge to enter into an agreement with Lakeland Excavating Services Ltd. For Winter Road Maintenance for the 2024-2025 and 2025-2026 Winter Seasons.

HALL: Seconded the motion

CARRIED

9. NEW BUSINESS

9.1 CCBF Municipal Funding Agreement

2024-223 SMITH-WINDSOR: That Council authorize the CAO to sign the Canada Community-Building Fund Agreement.

ARCHER: Seconded the motion

CARRIED

9.2 AIS (Aquatic Invasive Species)

Re: Zebra muscles

CAO will request a presentation/communication from Parks Canada regarding this matter.

10. MOTIONS

11. ADMINISTRATION REPORT

2024-224 **11.1** ARCHER: That the Administrator's Report be accepted as presented.

SCHWEHR: Seconded the motion

CARRIED

12. FINANCE REPORT

2024-225 **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

13.1 Bylaw 2402-12 A Bylaw to Manage Waterworks and Sewage Works

2024-226 SCHWEHR: That Bylaw No. 2024-12 A Bylaw to Manage Waterworks and Sewage Works be introduced and read a first time; this bylaw is for three readings.
ARCHER: Seconded the motion.

CARRIED

2024-227 HALL: That Bylaw No. 2024-12 A Bylaw to Manage Waterworks and Sewage Works be now read a second time.
SCHWEHR: Seconded the motion.

CARRIED

2024-228 ARCHER: That leave be granted for a third reading of Bylaw No. 2024-12 A Bylaw to Manage Waterworks and Sewage Works.
HALL: Seconded the motion.

UNANIMOUSLY CARRIED

2024-229 HALL: That Bylaw No. 2024-12 A Bylaw to Manage Waterworks and Sewage Works be now read a third time and adopted.
SCHWEHR: Seconded the motion.

CARRIED

13.2 Bylaw 2402-13 A Bylaw to Set Fees for the Water and Sewer Utility

2024-230 SCHWEHR: That Bylaw No. 2024-13 A Bylaw to Set Fees for the Water and Sewer Utility be introduced and read a first time; this bylaw is for three readings.
HALL: Seconded the motion.

CARRIED

2024-231 ARCHER: That Bylaw No. 2024-13 A Bylaw to Set Fees for the Water and Sewer Utility be now read a second time.
HALL: Seconded the motion.

CARRIED

2024-232 ARCHER: That leave be granted for a third reading of Bylaw No. 2024-13 A Bylaw to Set Fees for the Water and Sewer Utility.
SCHWEHR: Seconded the motion.

UNANIMOUSLY CARRIED

2024-233 ARCHER: That Bylaw No. 2024-13 A Bylaw to Set Fees for the Water and Sewer Utility be now read a third time and adopted.

HALL: Seconded the motion.

14. NOTICE OF MOTION

14.1 Donation Policy – The CAO will present a Donation Policy at the November 12, 2024 Regular Council Meeting.

15. INQUIRIES

15.1 Letter from Nicole Ratzlaff – regarding blind corner entering Eagle View Villas

2024-234 ARCHER: That two signs and a mirror be ordered and installed entering the blind corner on Arne Petersen Way just passed the water treatment plant.
HALL: Seconded the motion.

CARRIED

16. IN-CAMERA

2024-235 SCHWEHR: That Council move to an in-camera session to discuss Pentelsa's Procurement Consulting Services proposal at 6:23 p.m.

ARCHER: Seconded the motion

CARRIED

Present: Mayor Smith-Windsor; Councillors Archer, Hall and Schwehr; CAO

2024-236

ARCHER: That Council reconvenes to Regular Council Meeting at 6:53 p.m.
SCHWEHR: Seconded the motion

CARRIED

Present: Mayor Smith-Windsor; Councillors Archer, Hall and Schwehr; CAO

2024-237

ARCHER: That Council authorizes the CAO to sign the contract to engage Clint Austin for Procurement Consulting Services for the ICIP project.
HALL: Seconded the motion

CARRIED

17. INFORMATION ITEMS/CORRESPONDENCE

17.1 Terms of Reference – Utility Advisory Committee

Council received, reviewed and filed the Terms of Reference for future reference.

20. ADJOURNMENT

2024-238

ARCHER: That this meeting now be adjourned at 7:05 p.m.
HALL: Seconded the motion

CARRIED

Mayor Margaret Smith-Windsor

CAO Michele Bonneau



**Resort Village of Elk Ridge
Special Meeting Minutes Council
October 22, 2024**

Special meeting of Council held on Tuesday October 22, 2024 at 4:30 p.m. at Elk Ridge Resort – Discovery Centre.

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

Regrets: Jacqueline Archer

CAO Michele Bonneau

Delegation: Clint Austin (via Zoom)

1. CALL TO ORDER

Mayor Margaret Smith-Windsor called this special meeting of the Council to order at 4:37 p.m..

2. APPROVAL OF AGENDA

2024-239

HALL: That the agenda be adopted as presented.
SCHWEHR: 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 ICIP Procurement Strategy

2024-240

SCHWEHR: That Council enter into negotiations with Associated Engineering through our Kinetic GPO for the ICIP water treatment upgrade project.
HALL: 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

20. ADJOURNMENT
2024-241 HALL: That this meeting now be adjourned at 6:00 p.m.
SCHWEHR: Seconded the motion

CARRIED

Mayor Margaret Smith-Windsor

CAO Michele Bonneau



2025 Changes Resort Village of Elk Ridge

The Saskatchewan Assessment Management Agency (SAMA) is responsible for the governance of Saskatchewan’s property assessment system. Every four years there is a revaluation of all properties in the province. A revaluation does not include a physical inspection of property in your community. It is strictly an update to the assessed value as of the market base date.

For the 2025 Revaluation, assessed values will be updated to reflect a new base date of January 1, 2023. The legislated base date means that 2025 values reflect a property’s value as of January 1, 2023.

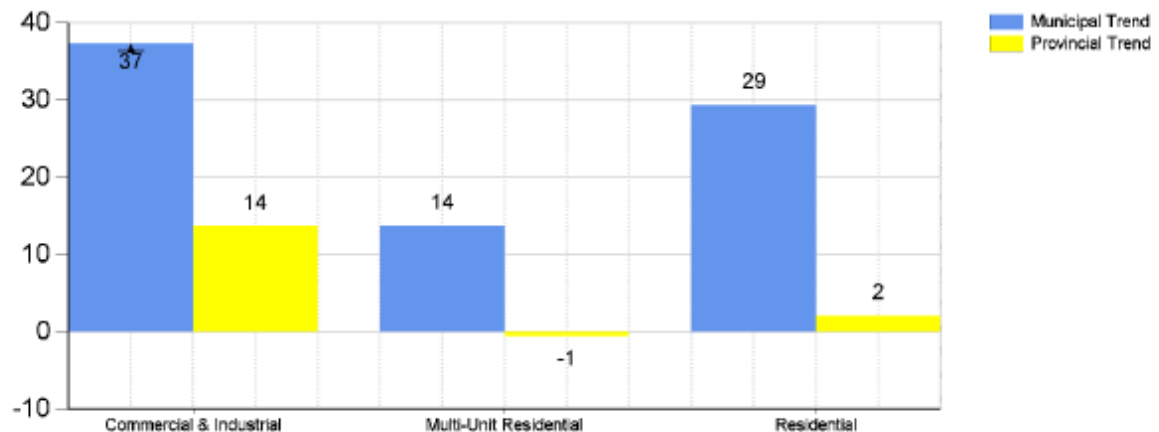
Assessments in Saskatchewan are historical. In other words, the date of valuation for a property is in the past. For 2025 to 2028, property values will reflect the market conditions as of a base date of January 1, 2023. SAMA cannot consider sales or rental information from after January 1, 2023, when implementing new values with the 2025 Revaluation. Any sales or rental information from after the base date will be considered for the next revaluation.

Elk Ridge’s 2025 Revaluation Highlights

What are the key property types or assessment trends that this municipality should be aware of?

- Generally, as compared to last year,
 - Condo share assessment values have increased.
 - Most residential building values have increased by 9 – 11%.
 - Many of the commercial properties associated with the resort and golf course have increased in assessment value. **Of particular note, the hotel has increased significantly.**

Assessed Value Changes for your municipality



For more information, please see the Revaluation 2025 section on our website at: www.sama.sk.ca.

2025 Changes
Resort Village of Elk Ridge

If you have further questions, comments or suggestions please contact our regional office directly:

Melfort Regional Office
107 Burrows Ave West
Melfort SK S0E 1A0
306-752-6142 or 1-800-216-4427
Email: melfort.region@sama.sk.ca

SCHEDULE B – PROJECT DESCRIPTION

B.1 Objective and Purpose

The main objective of this project is to increase the water treatment capacity and water quality of the Resort Village of Elk Ridge 's water treatment plant in order to meet provincial drinking water quality standards for current and future community population of the Resort Village of Elk Ridge.

The project output includes replacement of the existing filtration equipment with treatment technology better suited for the raw water source, including modifications to the existing mechanical, electrical and control systems to suit. Raw water supply capacity will also be improved by installation of new well pumps and a pre-filter unit to address present issues with sediment in the source water.

B.2 Project Start Date:

The start date for this project shall be no later than **January 10, 2025**.

B.3 Project Completion Date:

The completion date for this project shall be no later than **March 31, 2027**.

B.4 Approach to Project Execution

This Project shall be executed in the following two phases:

- a) Phase I – Preliminary Design. The Preliminary Design Phase shall focus on defining the Project requirements and constraints, and selection of the best-value approach and technology for water treatment.
- b) Phase II – Detailed Design, Engineering, Procurement, and Construction (“EPC”). The EPC phase involves refining the initial concepts and creating comprehensive designs and specifications necessary for construction and operation. Final Completion of the Project is inclusive of the following components:
 - i. Work associated with detailed design, engineering, procurement and expediting of requisite technologies, materials, equipment and construction services, project management and reporting, and operator training.
 - ii. Implementation of raw water supply system improvements including sediment removal;
 - iii. Implementation of new filtration equipment targeting ammonia, iron, and manganese;
 - iv. Implementation of filter face piping and connections to existing process piping;
 - v. Implementation of backwash pump(s), piping and connections;
 - vi. Implementation of instrumentation and control equipment;
 - vii. Removal of existing filters (as required);
 - viii. Repairs and modifications to water treatment plant building as required;
 - ix. Implementation of electrical and mechanical works to support;
 - x. Implementation of any temporary works to maintain water supply during construction; and,
 - xi. Removal of existing submersible distribution pumps and replacement with vertical

turbine pumps means of increasing treated water storage capacity, but only if required before the year 2027.

The key activities and deliverables expected of the Engineer for each phase of the Project shall be prescribed in Schedule C – Scope of Services.

B.5 General Requirements Governing Project Execution

- a) Compliance With Laws. The Project must be executed and completed in compliance with all statutes, regulations, codes and standards required by all governments and regulatory bodies that have authority on the Project or how the Work is performed.
- b) Awarding of Contracts. All Contracts will be awarded in a way that is fair, transparent, competitive and consistent with value-for-money principles as specified in Appendix A - Investing in Canada Infrastructure Program Awarded Contract Policies and Procedures.
- c) Operational Communications. Calls for tender, construction notices, precautionary boil water advisories, public safety notices, service disruption notices, shall be coordinated through the Resort Village of Elk Ridge. Where appropriate, communications about the project should include the following statement, “This project is funded in part by the Government of Saskatchewan and the Government of Canada.”
- d) Periods of Construction to Minimize Service Disruptions. Best efforts should be made to mitigate the distribution of treated water to the consumers in the Resort Village of Elk Ridge. As such, the recommended period for execution of demolition, de-construction and construction work is between January 5 and March 31.

SCHEDULE C – SCOPE OF SERVICES

C.1 General Requirements

The Resort Village of Elk Ridge is seeking a qualified provider for Engineering, Procurement and Project/Construction Management Services for Water Treatment and Distribution. The engineer must have offices in Saskatchewan. The Engineer must shall appoint qualified personnel to the Project who are experienced in the following:

- a) The design, engineering, planning and execution of Water Treatment and Distribution Projects in Saskatchewan and Canada
- b) The operation of Water Treatment Plant (e.g. Class I, II, III, etc.)
- c) The planning, project management, administration and execution of ICIP projects, in the province of Saskatchewan
- d) Who are current on the latest performance trends and technologies of water treatment
- e) Available and competent to execute and deliver the outcomes, activities and deliverables prescribed and implied in Schedule B – Project Description, and Schedule C – Scope of Services.

C.2 Scope of Services Pertaining to Phase 1: Preliminary Design

The Preliminary Design Phase shall focus on defining the Project requirements and constraints, and selection of the best-value approach and technology for water treatment.

- a) Key Activities: The Engineer's Work during this phase include, but are not limited to the following key activities:
 - i. Conducting preliminary assessments (site analysis, environmental impact studies, etc.)
 - ii. Evaluating best-value option and technology for water treatment
 - iii. Engaging Resort Village stakeholders for input and requirements
 - iv. Evaluating potential technologies and methods for water treatment, including recommendation of the best-value option for resolving sediment issue in raw water supply and water treatment
 - v. Defining and recommendation a final design and scope of work
 - vi. Developing initial cost estimates, for final design and scope of work, including a breakdown of which components are "eligible" and "non-eligible" for ICIP funding.
 - vii. Creating a project schedule
 - viii. Identifying regulatory and permitting requirements
- b) Deliverables: During this phase, the Engineer agrees to produce the following deliverables:
 - i. **Draft Preliminary Design Report**: A draft Preliminary Design Report shall be submitted to the Resort Village of Elk Ridge ("Report"). The Report shall be based on the Engineers best advice and include the following elements:
 - Design Basis. The Report shall recommend the design basis in consideration of the following:
 - Appendix B - Technical Statement of Work, including it's the attached reference documents to Appendix B, which as listed as the

following exhibits:

- Apdx B E1-Oct 3. 2022 BCL Water Treatment Assessment Report
- Apdx B E2A-2022 ICIP Application
- Apdx B E2B-Ultimate Recipient Agreement
- Apdx B E3-Description of Groundworks for Well PW7-2014
- Apdx B E4-2014 Beckie Hydrogeologist Report (Page 7 only)
- Apdx B E5- 2023 Treated Water Certificate of Analysis Report
- Apdx B E6- 2023 PW6-2011 Well Raw Water Certificate of Analysis Report
- Apdx B E7-2024 Gaudet Greensand Bench Test Report
- Apdx B E8-2024 Drop Solutions Biological Filtration Study Project Report
- The design basis shall also consider factors and data collected from an onsite visit, historical performance data and insights provided by staff, best practices for plant control and automation, and stakeholder interviews.
- Drawings and Sketches. The Preliminary sketches and opinion of probable construction costs, as well as opportunities and risks associated with ongoing operating and maintenance costs.
- Priorities. The Report shall identify those priority items which are necessary and eligible within the budget of the ICIP grant funding.
- Schedule. The Report should present a schedule to complete the proposed work and include an assumed timeline for completion of Phase II activities, to provide an understanding of the project timelines relative to the ICIP grant funding deadlines (March 31, 2027).
- Report Exclusions. The Report should exclude repeating information already provided in Appendix B or any of the reference technical exhibits attached to Appendix B, unless requested to do so by the Resort Village or if deemed necessary. To be clear, the Engineer should avoid spending person-hours repeating work or incurring cost for work already performed in other technical studies, unless deemed necessary.
- Cost Breakdown. An opinion of probable costs is required. The opinion should consider Section 5 of Apdx B E2A – 2022 ICIP Application, and the Engineer should consider the cost as a constraint on the scope, excluding escalation of costs experienced between 2022 and 2026 for which adjustments are expected. In 2022, the total Project costs were estimated to be \$1,100,000 and the ICIP eligible costs were estimated to be \$1,085,000. Paragraph 9, estimates the cost breakdown as:
 - Design/Engineering: \$95,000
 - Construction/Materials: \$770,000
 - Contingency: \$195,000
 - Project Planning: \$25,000

The cost breakdown shall include an opinion of probable costs for construction as well as a breakdown of all the Engineer's costs associated with producing each of the deliverables outlined in Phase II of the Project. This information is necessary to refine the Engineer's scope for Phase II. For example, some elements such as Procurement Work, Bidding

Packages, etc. may be performed by other parties. The cost escalation factors, and forecast should be provided in the updated estimate.

- Variances to Exhibit 2A-2022 ICIP Application. All variations in proposed scope or estimated costs in Section 5 of Exhibit 2A will require explanation in the Report, which may require the Engineer to make its own opinion of the assumptions in the Exhibit 1 – 2022 BCL Water System Assessment, the Project and the Exhibit 2A-2022 ICIP Application.
- ii. **Stakeholder Meetings.** Meeting with stakeholders, including an onsite meeting with the utility staff, and a final meeting with Resort Village Council to review and approve, amend recommendations in the draft Report. Request that Resort Village be given ten days' notice for any onsite visits.
- iii. **Final Preliminary Design Report.** Upon receiving comments and hearing decisions by the Resort Village as to the scope of design and construction of Phase II of the Project, the Engineer will revise, produce and submit a final copy of the Report.
- iv. **Amended Contract.** An updated form of Agreement between the Resort Village and Engineer for completing Phase II of the Project.
- v. **Progress Reports.** Upon request of the Chief Administrator Officer, the Engineer shall provide a progress report on the ICIP project, which shall contain the following information:
 - Canada's contribution funding to the Project by Fiscal Year;
 - Construction start and end dates (forecasted/actual);
 - Progress tracker (e.g., percent completed);
 - Risks and mitigation strategies, as required;
 - Confirmation that the Project is on-track to achieve expected results (e.g. sediment removal, water quality, capacity, etc.)
- vi. **Regulatory Approvals.** If required, the Engineer will identify any necessary regulatory approvals and permits required during this phase and provide the information and documents necessary to the Resort Village to facilitate approval from the applicable agency.

C.3 Scope of Services Pertaining to Phase 2: Design Engineering, Procurement and Construction

- a) Key Activities. The Engineer's work during this phase includes, but are not limited to the following key activities:
 - i. Finalizing design parameters and specifications
 - ii. Developing detailed drawings, plans, and engineering calculations
 - iii. Coordinating with various engineering disciplines (mechanical, electrical, civil, etc.) and applying for requisite permits
 - iv. Conducting detailed risk assessments and mitigation strategies
 - v. Preparing and executing bid and construction documents
 - vi. Expediting and providing oversight of equipment manufacturers, material providers, and construction firms,
 - vii. Providing progress reports of scope, schedule, and budget

- viii. Oversight of the construction work and administration of the construction contract, including coordination with contractors, review of submittals, periodic inspections, and witnessing commissioning.
- ix. Developing operator manuals and training operators

b) Deliverables. During this phase, the Engineer agrees to produce the following deliverables:

- i. **Detailed Design Packages.** Two detailed design packages will be developed and submitted to Resort Village stakeholders. These will be named “50% Detailed Design Package” and “95% Detailed Design Package”. Each package will include a more detailed cost breakdown and cost estimate, as well as a more accurate schedule for the construction phase, outlining specific tasks, durations, and dependencies.
- ii. **Detailed Design Review Meetings.** The Engineer will schedule two meetings with the Resort Village stakeholders to jointly review the 50% and 95% design packages. During these meetings the Engineer will identify the potential risks with respect to the execution of the Project and, if applicable, operational performance. The Engineer will also recommend strategies for mitigating the identified risks.
- iii. **Regulatory Approvals.** If required, the Engineer will identify any necessary regulatory approvals and permits required during this phase and provide the information and documents necessary to the Resort Village to facilitate approval from the applicable agency.
- iv. **Bidding Documents.** The Engineer will produce and submit all necessary documents required to tender and contract the services, equipment and materials necessary for implementing the upgrades to the Water Treatment Plant, as specified in Schedule B – Project Description, inclusive of signed and sealed technical drawings and specifications as well as tendering documents.
- v. **Procurement Work.** The Engineer will provide the Resort Village with timely and best advice on the procurement process, ensuring compliance to applicable ICIP Contract Award Policies and Procedures and conformance to standard municipal practices. The Engineer will review submissions to tenders, as provide opinion and best advice on awarding of contracts.
- vi. **Contract Formation and Execution.** The Engineer will assist the Resort Village with the development and execution of the construction contract, including providing best advice, standard templates, and coordination with the contractor and review of submittals, as required.
- vii. **Construction Management.** During the construction of the Project, the Engineer shall provide oversight of the construction constructor and inspect construction work, ensuring conformance to the construction contract, schedule, standards and specifications.
- viii. **Commissioning, Operating Manuals and Operator Training.** The Engineer will witness plant/equipment commissioning, facilitate training, and assist with the development and review of Operations and Maintenance Manuals, as applicable.

- vii. **“As-Built” Drawings.** Following completion of construction, the Engineer is to prepare and submit record of “as-built” drawings to the Resort Village.
- viii. **Progress Reports.** Upon request of the Chief Administrator Officer, the Engineer shall provide a progress report on the ICIP project, which shall contain the following information:
- Canada’s contribution funding to the Project by Fiscal Year;
 - Construction start and end dates (forecasted/actual);
 - Progress tracker (e.g., percent completed);
 - Risks and mitigation strategies, as required;
 - Confirmation that the Project is on-track to achieve expected results, or if Substantially Completed, confirmation of actual results (e.g. water quality, capacity, etc.); and
 - Confirmation of installed Project signage, if applicable.
- ix. **Final Report.** Upon request of the Chief Administrator Officer, but no later than June 20, 2027, the Engineer shall provide a cumulative summary on the ICIP project, which shall contain the following information:
- The Project’s completed outcome and output results compared to the baseline established prior to the start of the Project as agreed to by all Parties;
 - Total expenditures for the Project; and
 - Total Eligible Expenditures for the Project;

APPENDIX B – TECHNICAL STATEMENT OF WORK

1) Purpose of Document

This document provides key information believed to be necessary to achieve the key outcomes, answers and results required by the Resort Village of Elk Ridge that the Engineer is expected to achieve through the development of the Preliminary Design Report, as outlined in Phase 1, in Schedule C – Scope of Services.

2) Overview of Water Treatment Process

The current water treatment plant was commissioned in 2000 with fire suppression upgrades being installed in 2007 and reservoir bypass upgrades in 2018. Figure 1 below shows an overview of the current Water Treatment and Distribution Process. Details about each sub-system in the process can be found in the attached Exhibit 1-2022 BCL Water Treatment Assessment.

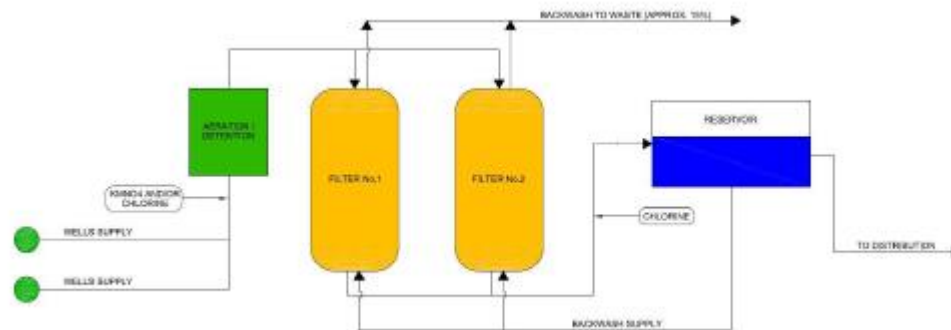


Figure 1: Overview of Resort Village of Elk Ridge Water Systems and Subsystems. Filters contain Greensand Plus media.

3) Priority 1: Resolve Entrained Sand in Raw Water Supply

- a) **Baseline Situation.** Currently there are two raw water production wells named Well PW6-2011 and PW7-2014. Each well is designed and licensed to produced 58 imp. gallons/minute each and cannot be operated at the same time nor operated continuously. Well, PW7-2014 has been deemed by utility staff as “unusable” due to its high sediment production which significantly reduces the effectiveness and efficiency of downstream treatment processes. This also places a constraint on raw water supply and increases the risk of the have no raw water supply in the event of pump failure. In 2024, plant staff took steps to procure a pre-screen filter and containment tank, however, other equipment and materials to construct a pre-screen filter are outstanding.
- b) **ICIP Eligibility.** It is the Resort Villages’ understanding that new well-pumps and pre-treatment unit is eligible for ICIP funding. It is unclear as to whether drilling and construction of a new well would be eligible for ICIP funding.

- c) **Statement of Work.** Determine whether best value approach to dealing with the entrained sand.
- i. Based on Apdx B Exhibits 1,2A, 2B the Project called for the design and installation of a pre-filter system to deal with the sediment from the raw water supply. Recently, the utility staff have procured a pre-screen filter and containment tank but have yet to fully install the pre-filter unit.
 - ii. Is the current direction that the utility operators are taking for pre-filtering the sediment adequate for current and upgraded design? Will the planned and purchased unit fully integrate within the future upgraded water treatment process design?
 - iii. What is the risk level with the current raw water supply infrastructure? Does the Resort Village have adequate water supply with the two wells? Should a new well be drilled and constructed, and if so, when?
 - iv. Confirm as to whether drilling and construction of a new well would be eligible for ICIP funding.

4) Priority 2A: Verify Water Treatment Capacity

- 1) **Baseline Situation.** In the 2022, Water Treatment Assessment, the current population was estimated at 300 persons. The estimated future population was forecasted 480 persons (Year 2042) and the growth rate per year was assumed to be 2.4%. The current treatment flow capacity is 3.8 L/sec and the design capacity for the future was calculated to be 6.1 L/sec. (see Apdx B Exhibit 1 – 2022 BCL Water System Assessment)
- 2) The 2019 Elk Ridge Municipal Community Census reported that there were 122 Permanent Residents, 371 Seasonal Residents, and 203 temporary residents who occupied rental properties with the rental accommodations. (i.e. 696 total permanent + seasonal + temporary residents). Since, the 2019 Census there has been approximately 11 residential home builds, 1 rental cottage, and 67 seasonal RV lots established. In future, it is forecasted by 2044 that 1 municipal office building will be established, a 36-unit condo building, a general store, and 41 residential home-builds, and 42 additional RV lots may be added.
- 3) **ICIP Eligibility.** It is the Resort Villages' understanding that increased water treatment capacity is eligible for ICIP funding.
- 4) **Statement of Work.** It is unknown whether the future design capacity in the 2022 Water System Assessment adequately considered the seasonality impacts of water demand (i.e. peak demand due to seasonality population increases in the summer). It is requested the Engineer review the historical water supply and demand data with the utility staff and provide an opinion as to the adequacy of the forecasted design capacity requirements as specified in Apdx B E1.

5) Priority 2B: Upgrade Water Filtration Capacity and Improve Water Quality Performance

- a) **Baseline Situation.**
- i. Detention Process. Raw water entering the plant is metered and dosed with sodium hypochlorite prior to entering a detention tank. The tank is 1.22 m diameter by 1.52 m height, with an approximate volume of 1,800 L. The detention time is estimated to be in the order of 8 minutes. Due to the lengthy oxidation reaction time of manganese, the detention process is not likely to provide any significant improvement to the removal of this constituent.

- ii. Greensand Plus Filtration Treatment. Following detention, raw water flows through two Greensand plus pressure filters operated in parallel. The filters are 1.22 m diameter by 2.13 m tall, operated at a rate of 1.9 Lis each (3.8 Lis total). For raw water of poor to fair quality, the recommended operating flux for manganese greensand filters is 1.0 - 1.6 L/s/m², which equates to 1.2 - 1.9 Lis each (2.4- 3.8 Lis total). Therefore, the filters are operating at the high end of the recommended range, considering the raw water quality. Operations personnel report deteriorating treated water quality when operating above this rate. In addition, new greensand filtration media was installed in the spring of 2024. Operators report that after the media replacement a significant improvement in the treatment of manganese and iron was observed, but they are still experiencing elevated levels of ammonia, which often creates challenges with balancing the correct dosages of chlorine.

The filters are backwashed based on pressure differential, typically producing approximately 180 m³ of treated water between backwash cycles. The backwash process is conducted manually, with a dedicated backwash pump, consisting of 15 minutes per filter at a rate of 11 Lis. No air scour is provided. This equates to a backwash consumption rate in the order of 10% of total water use. The filters are regenerated every few months. The Operators avoid using well PW7, as the sediments from the source quickly build up in the filters and drastically reduce filtration rates.

- v. Chemical Treatment and Dosage. Following filtration, clarified water is dosed with additional sodium hypochlorite for disinfection followed by deposition to the treated water storage reservoirs. The only chemical used for treatment is a 12% liquid sodium hypochlorite solution (Hypochlor-12 by ClearTech Industries), which is dosed prior to detention and following filtration. The Operators vary the dosing rates frequently in response to daily free chlorine residual levels. Based on the daily records, the dosing rates ranged from 7 - 15 mg/L prior to detention and 0.5 - 3 mg/L following filtration, for a total dosage rate in the order of 7.5 - 18 mg/L. This is below the maximum use rate of 103 mg/L for this product, as per NSF60 standards for drinking water chemical use. The frequent variability of the dosing rates suggests that a constituent in the raw water, such as ammonia or organic material, is reacting with the chemical. The greensand media was replaced in the spring of 2024. Operators report that after the media replacement a significant improvement in the treatment of manganese and iron was observed, but they are still experiencing elevated levels of ammonia, which often creates challenges with balancing the correct dosages of chlorine.
- vi. Bio-Filtration Pilot Study. A bio-filtration pilot was conducted between November 2023 to March 2024. The report of the study and findings is attached as Apdx B E8-2024 Drop Solutions Biological Filtration Study Project Report. The feasibility and value of bio-filtration as a capacity and quality upgrade for water treatment is questionable. As a result, a bench test and quality study was subsequently conducted by Gaudet Scientific as Apdx B E7-2024 Gaudet Greensand Bench Test Report. Biofiltration as a solution still remains as an economic means to achieving the upgrade objectives remains in question.
 - b) **ICIP Eligibility.** It is the Resort Villages' understanding that water treatment capacity improvements and quality improvements are eligible for ICIP funding.
 - c) **Statement of Work.**
 - a) Consider the future of the detention tank and process in the future design. Should it be

- upgraded, remain “as-is” or removed from the treatment process?
- b) Upgrade capacity and optimize the treatment process, as the current capacity of the filtration process is at its upper limits and will not be sufficient for future population growth. Consider expansion of existing greensand technology or alternative treatment technologies and avoid extensive study of biofiltration, unless it’s the Engineer’s opinion from the provided reports that biofiltration is the best-value approach. Minimize backwash frequency and waste, if possible and consider requirements for increased raw water supply if necessary. Consider pre-treatment of sediments from wells or drill a new well. Consider replacing manual processes with automation. Holistically, assess best value for community needs. Avoid any further pilots unless absolutely necessary.
 - c) Assess and optimize WSA standards and targets for water quality. The upgraded water treatment solution should achieve parity of current water quality performance or improve the water quality and improve the efficiency of the chemical treatment process. Holistically, assess best value for community needs.

6) Priority 3: Provide Recommendations for Water Storage and Distribution

- a. **Baseline Situation.** Storage of treated water is provided by two subgrade concrete reservoirs and a pump well. The pump well is located under the water treatment plant and has storage capacity of approximately 34,000 L. Reservoir #1 is also located under the water treatment plant building and has a storage capacity of approximately 155,000 L. Access to the pump well and reservoir #1 is provided by a raised hatch located within the building. Reservoir #2 is located immediately southwest of the plant and has a storage capacity of 222,000 L. A raised access hatch with lockable cover is provided. Total facility storage volume is 411,000 L. Well pumps are less than ten years old. The well-pump assembly suspends the pump motor from the end of a drop pipe, below the suction inlet of the pump. Therefore, the suction inlet is approximately 1.2 m above the pump well floor, rendering all water below the inlet elevation unusable. For this reason, the effective storage volumes of the pump well and reservoirs are reduced to approximately 23,000 L, 103,000 L, and 138,000 L, respectively, for a total effective storage volume of 264,000 L. If the reservoirs are operated at a lower level in order to improve the circulation rate, the effective storage volume would be further reduced. Under normal operation treated water is deposited to reservoir #2 and then flows via transfer pipe to reservoir #1, followed by the pump well for distribution. Water storage capacity is anticipated to be a constraint within the next ten years. Because the current pumps are less than ten years old, the upgrade/replacement strategy for replacing the existing suspended pumps with vertical turbine pumps is “run-to-fail”.
- b. **ICIP Eligibility.** It is the Resort Villages’ understanding that water storage and distribution upgrades are NOT eligible for ICIP funding.
- c. **Statement of Work.** The Resort Village is interested in is a design for future water storage and an assessment of the following:
 - i. The location and footprint of a future water storage. Does existing plant and land footprint accommodate, if not what are the feasible options?
 - ii. Determine whether the forecasted constraints in water storage are complimentary to the current “run-to-fail” strategy on the submersible pumps. Is there a requirement to replace the suspended pumps with vertical turbine pumps earlier than the forecasted constraints? What is the recommended replacement strategy?
 - iii. Determine whether there are opportunities to realize financial or construction synergies

for the engineering and construction of increased water storage capacity during execution of the ICIP Water Treatment Upgrade

7) Other Reference Materials

The following exhibits are provided to the Engineer to assist in the development of deliverables for all phases of the Project.

1. Apdx B E1-2022 BCL Water Treatment Assessment
2. Apdx B E2A-2022 ICIP Application
3. Apdx B E2B-Ultimate Recipient Agreement
4. Apdx B E3-Description of Groundworks for Well PW7-2014
5. Apdx B E4-2014 Beckie Hydrogeologist Report (Page 7 only)
6. Apdx B E5- 2023 Treated Water Certificate of Analysis Report
7. Apdx B E6- 2023 PW6-2011 Well Raw Water Certificate of Analysis Report
8. Apdx B E7-2024 Gaudet Greensand Bench Test Report
9. Apdx B E8-2024 Drop Solutions Biological Filtration Study Project Report



ANNUAL WATERWORKS AND SEWAGE WORKS INFORMATION

Year: 2024

Name of Municipality: Resort Village of Elk Ridge

Date: November 8, 2024

WATER AND SEWER RATE POLICY

On October 15, 2024, Council passed a bylaw to fix the rates to be charged for the use and consumption of water and to fix the rates to be charged by way of rent and service charge for the use of the sewer. The use and consumption charges are adopted under Bylaw “2024-13 Set Fees for Water and Sewer”. Effective of November 1, 2024, the volumetric consumption and use fees as follows:

1) ANNUAL BASE AND VOLUMETRIC FEES FOR WATER SERVICE

i) Annual Base Fees and Volumetric Charges for Water is calculated as follows:

Dwelling Type	Annual Base Fee	Volumetric Fee (\$/100 imp. gal)
Residential Unit	\$1,225.00	\$1.00
Commercial Unit	\$1,315.00	\$1.00
Multi-Unit Residential	\$1,315.00	\$1.00
RV Lot	\$463.00 per lot	N/A
RV Site	N/A	\$1.00

Meter readings and Volumetric Fees shall be calculated as Canadian dollars per one-hundred imperial gallons (\$/100 imp. gallons).

2) VOLUMETRIC FEES FOR SEWER SERVICE

- i) Sewer volumetric collection shall be calculated as one hundred percent (100%) equivalent to the volumetric consumption of water as measured by the consumer meter.
- ii) Meter readings and Volumetric Fees shall be calculated as Canadian dollars per one-hundred imperial gallons (\$/100 imp. gallons).

iii) Volumetric Charges for Sewerage is calculated as follows:

Dwelling Type	Volumetric Fee (\$/100 imp. gal)
Residential Unit	\$0.25
Commercial Unit	\$0.25
Multi-Unit Residential	\$0.25
RV Site	\$0.25

3) VOLUMETRIC FEES FOR BULK WATER DISTRIBUTION

b) Commencing November 1, 2024:

- (1) Bulk Water Distribution Fee (Consumers): \$1.00 per 100 imp. gallons
- (2) Bulk Water Distribution Fee (Non-Consumers) : \$2.00 per 100 imp. gallon

The objective of the Water and Sewer Rate policy is to ensure waterworks and sewage works infrastructure is updated to meet the needs of the community. We are currently planning to upgrade our Waterworks infrastructure between the year 2025 and 2027.

WATERWORKS AND SEWAGE WORKS CAPITAL INVESTMENT STRATEGY

The objective of the waterworks and sewage works capital investment strategy is to address anticipated infrastructure maintenance and future infrastructure replacements in a timely fashion to ensure the municipal waterworks provides safe drinking water and reliable sewage works to residents and businesses.

To cover the costs of future waterworks infrastructure maintenance and replacements, Council maintained the 2024 recommended water and sewage rates adopted by the board of directors from the former Elk Ridge Utility Ltd. In 2024, the Resort Village of Elk Ridge was awarded an infrastructure grant from the Federal and Provincial Government in the amount of \$795,631. The grant is awarded under the Infrastructure for Canada Program and is to be directed for upgrades to the Resort Village Water Treatment Plant.

ANNUAL WATERWORKS FINANCIAL OVERVIEW

The following is information on the waterworks, as required under The Municipalities Regulations: 2024 Waterworks and Sewage Works Overview:

Total water and sewer revenues: \$438,650

Total water and sewer expenditures: \$423,150

Total debt payments on waterworks infrastructure loans: \$0.00

Comparison of waterworks revenues to expenditures plus debt payments, expressed as a ratio:

\$438,650 = 1.04

\$423,150

RESERVES

Reserves available for waterworks and sewage capital infrastructure - **\$930,000**

The following additional information is available at the Municipal Office on the waterworks:

- The waterworks and sewage works rate policy.
- Resort Village Asset Management Policy
- Capital plans in place and related sources of funding for the projects.
- 2023 audited financials of Elk Ridge Utility Ltd
- 2023 audited financial of the Resort Village of Elk Ridge
- Waterworks reserves.
- A copy of the 2015 waterworks assessment.
- A copy of the 2022 BCL Water Treatment Assessment



WATERWORKS AND SEWAGE WORKS RATE POLICY

Policy Name:	Water and Sewer Rate Policy	Effective Date:	
Policy Number:	2024-UT-003	Approval Date:	
Policy Area:	Utility	Council Resolution Number:	
Policy Section:		Replaces Policy:	
No. of Pages:	2		

1) BACKGROUND

- a) Council’s vision and goals for a safe, livable, sustainable and economically vibrant community is underpinned by managed and maintained economical, safe and reliable water distribution and sewage collection systems.
- b) Though these assets age and deteriorate over time, by using sound asset management practices, Council and the community can be assured that the assets meet performance levels, are used to deliver the desired service in the long term and are managed for present and future users.

2) PURPOSE

- a) The purpose of this policy is to ensure that the Resort Village of Elk Ridge establishes sound principles, guidelines and plans for set rates that will ensure the sustainability and upkeep of Resort Village water and sewer infrastructure and service levels.

3) APPLICATION

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

4) RATE SETTING POLICY

1. Water and sewer rates are intended to fund all of the water and sewer operating costs (wells, treatment, storage, and distribution/collection systems) and capital projects related to risk management, process automation and optimization as well as those needed to meet regulatory requirements.
2. Rates include capital replacement or upgrade of the water distribution and wastewater collection systems, roadway damage associated with agreements that prescribe areas of operational responsibility and financial obligations (i.e. Easement Agreements, Bylaws, etc.)
3. To promote & encourage conservation & stewardship of a valuable resource, rates will include a “user pay” concept which incorporates a volumetric charge on both water & wastewater based on consumption together with a fixed base fee for water.
4. Fixed rates are targeted to recover 70% or more of overall annual operations costs. This is to mitigate financial risk during times when annual water usage may be low.

5. Rates will consider the economic affordability of residential homeowners as well as consider economic impacts associated with commercial business partners.
6. Rates shall consider the Asset Management Policy and any grants received.
7. Rates will consider water and sewer service rates in similarly sized communities with a similar water source using data from Government of Saskatchewan public utilities found at: <http://www.publications.gov.sk.ca/details.cfm?p=84858>
8. Unless extraordinary circumstances prevail, the estimated volumetrics in the new fiscal year will be the lesser of water consumed in the past fiscal year or the average of the past two years.
9. The annual base fee shall be always billable. No exemptions will be given for seasonal, temporary shutdowns, or extended period shutdowns.

DECISION ITEM

Subject	Notice of Polls
Council Meeting Date Presented:	November 12, 2024
Agenda Item:	8.1
Prepared By:	

BACKGROUND:

Nominations closed on November 2, 2024
2 Nominations for fill 1 seat on Council
Raymond Wiebe
Daniel Levesque

RECOMMENDATION:

That notice of Advance Poll:

PUBLIC NOTICE is hereby given that provision has been made for an advance poll for electors who:

1. are physically disabled;
2. have been appointed as election officials; or
3. anticipate being unable to vote on the day of election. Voting will take place on **Saturday, November 30, 2024, between the hours of 10:00 a.m. and 4:00 p.m.** at TBD Elk Ridge.

Notice of Poll:

PUBLIC NOTICE is hereby given that: A vote will be held for the election of Councillor (1) for the Resort Village of Elk Ridge. The vote will take place on:

Saturday December 7, 2024, 9:00 a.m. to 8:00 p.m. at TBD, Elk Ridge.

Michele Bonneau
Return Officer

Respectfully Submitted by: Michele Bonneau, CAO



DONATION POLICY

Policy Name:	Donation Policy	Effective Date:	
Policy Number:	GG-FI-006	Approval Date:	
Policy Area:	General Government	Council Resolution Number:	
Policy Section:	Finance	Replaces Policy:	
No. of Pages:	3		

POLICY STATEMENT

- 1) Each year the Resort Village receives requests from community ratepayers for cash or in-kind donations which have an impact on the municipal budget. The Council wishes to support activities which are of general benefit and serve to enhance the quality of life of residents in the Resort Village of Elk Ridge.

PURPOSE

- 2) The purpose of this policy is to establish specific criteria and a clear process to evaluate donation requests in order that donations are distributed fairly and equitably.

SCOPE

- 3) This policy applies to any group, organization, or person requesting a donation from the municipality.

DEFINITIONS

- 4) "CAO" – means the Chief Administrative Officer of the Resort Village of Elk Ridge.
- 5) "Council" – means the Council of the Resort Village of Elk Ridge.
- 6) "Village" – means the Resort Village of Elk Ridge.

RESPONSIBILITIES

- 7) Council shall be the deciding authority on all applications, except for donation requests of \$500 or less, which the CAO will have the authority to approve.

PROCEDURES & GUIDELINES

- 8) Eligibility
 - a) Donations for community programs, organizations, events and activities must demonstrate the following:
 - i) A need for financial support or specific in-kind from the Village.
 - ii) Are held for the enjoyment and benefit of the general public.
 - iii) Are hosted on a yearly basis or recognize significant milestones events.

- iv) Take place within the Resort Village of Elk Ridge.
- b) The following are **not** eligible for support under this policy:
 - i) Private functions.
 - ii) Capital facilities and equipment
 - iii) Youth and adult sports teams and associated programs/events, activities and school reunions
 - iv) Programs, organizations, events and activities that receive support from the Village through the Sask Lotteries Community Grant.

9) Types of Donations

- a) Donations may be cash or in-kind contributions.
- b) In-kind contributions are donations that do not involve a direct cash contribution but instead might include providing promotional items or Municipal services or other materials or supplies.

10) Evaluation Criteria

In evaluating each application, a decision will be based on merit with consideration being given to the following:

- i) Evidence for the need.
- ii) Number of local residents served.
- iii) Quality of management (an established track record, proposal well thought out, etc.)
- iv) Number of local volunteers.
- v) Mitigation of barriers to services for people with mental and physical disabilities and minority groups.
- vi) Level of involvement with other community partners.
- vii) Agreement to acknowledge the Village's contribution to all publicly related events or activities relating to the event.

11) Funding Allotment and Allocation

- a) Village Council shall support this policy through an annual budget allotment to establish the amount of cash or goods and services in-kind that the Village is able to donate.
- b) Applicants may request an amount of up to \$500. The funds will be provided from the annual operating budget.
- c) Any donations exceeding the policy limits will require a separate resolution of council indicating where the funds are to come from.

12) Applications

- a) Applications must be completed in full and contain the following information:
 - i) Name, address and contact information for the organization.
 - ii) The type and amount of donation being requested.
 - iii) Information on the program, event or activity including:
 - (1) Description of the program, event or activity.
 - (2) Dates and timelines.
 - (3) Location.
 - (4) Who will benefit from the program, event or activity.
 - (5) Number of volunteers directly involved with the program, event or activity.
 - (6) A budget identifying the proposed revenue and expenditure pertaining to the program, event.
 - (7) Names of other community partners.
 - iv) An explanation of how the Village's support will be recognized during the program, event or activity.
- b) The completed application form must be received by the Village at least 30 days before the date of the need for support.
- c) Applications which are not properly and/or completely filled out will not be considered and will be returned to the applicant.

13) Decision and Accountability of Funds

- a) Applicants will be notified in writing once a final decision on their application has been made.
- b) Applicants who are provided with a donation pursuant to this policy shall be accountable for the expenditures of funds provided.
- c) The entire amount of the donation provided must be used exclusively for the program, organization, event or activity identified in the application.
- d) The community program, activity or event must be conducted within six months of the date the donation is approved.
- e) If the community program, activity or event does not occur within the allotted time, a written letter of request for an extension must be submitted. If an extension is not received, or if an extension is not granted, the community organization or group shall return all the funds provided by the Municipality.
- f) The Municipality's support must be recognized during the program, event or activity in the manner described in the application.
- g) Organizations, programs, events and actives receiving donations pursuant to this policy must be conducted in accordance with all applicable laws, statutes, and regulations.

ADMINISTRATORS'S REPORT - November 12, 2024

Date	<u>ADMINISTRATION HIGHLIGHTS:</u>
	- Arrears (2023 taxes) 5 properties \$998.29, \$162.58, \$122.72, \$49.58, \$55.72 = \$1388.89
	- Current unpaid taxes (2024) 32 properties totalling \$32,606.07
	- Utility bills - send out 224 invoices & processing payments
	- camera - original site selected - not an option - due to limited power availability (sensor)
	- amalgamation plans still moving forward
Date	<u>MINUTES FOLLOW UP</u>
	- Lakeland Excavating dropped off a load of sanding gravel
Date	<u>OFFICE NOTES</u>
	- two nominations received for 1 Council position - Raymond Wiebe & Daniel Levesque
	- poll location still TBD - ELECTION - December 7, 2024. Advance poll November 30/24
Date	<u>HR/Personell NOTES</u>
	- met with Terri & Russell. Provided timesheets
	- a large portion of my hours of late has been on the Utility Billing program
	- needed to ensure the Resort Village has permits to operate a waterworks and sewer works, as well as water rights licences for PW6 & PW7.
Date	<u>GRANT UPDATES/UPCOMING</u>
Date	<u>RATEPAYER CONCERNS</u>
	- many Elk Ridge residents have seamlessly transitioned to the RVER utility bill paying
	- it is important that residents change their banking information. "Ridgeutility@hotmail" is outdated
	- inquiries about D. Levesque running for Council - employees are eligible to run for Council, but are considered resigned effective the day before they are elected.

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

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Prior Year Actual</u>
REVENUES				
TAXATION				
Municipal Taxes				
410-110-100 - General Municipal Levy		308,746.40	309,107.00	288,930.08
410-120-100 - Abatements and Adjustments			(500.00)	
410-130-100 - Discount on Municipal Tax - Property		(2,413.42)	(5,000.00)	(4,109.62)
410-130-190 - Discount on Municipal Tax - Other				(61.58)
	<u>0.00</u>	<u>306,332.98</u>	<u>303,607.00</u>	<u>264,758.88</u>
Penalties on Tax Arrears				
410-400-110 - Penalty on Mun Taxes Current - Property	298.22	739.03	1,500.00	932.90
410-400-210 - Penalty on Mun Taxes Arrears - Property	24.18	978.68	730.00	698.77
	<u>322.40</u>	<u>1,717.71</u>	<u>2,230.00</u>	<u>1,631.67</u>
Special Municipal Levy				
410-800-100 - Special Municipal Levy - Fire				18,939.29
410-810-100 - Special Municipal Levy - Sanitation		840.00		11,903.57
	<u>0.00</u>	<u>840.00</u>	<u>0.00</u>	<u>30,842.86</u>
TOTAL TAXATION:	322.40	308,890.69	305,837.00	297,233.41
FEES AND CHARGES				
Rentals				
420-300-100 - F&C - Rentals - Buildings		580.65		
	<u>0.00</u>	<u>580.65</u>	<u>0.00</u>	<u>0.00</u>
Other				
Tax Certificate				
420-800-100 - F&C - Tax Certificate	100.00	475.00	500.00	450.00
	<u>100.00</u>	<u>475.00</u>	<u>500.00</u>	<u>450.00</u>
General Office Services Provided				
420-800-200 - F&C - General Office Services Provided	75.00	75.00		
	<u>75.00</u>	<u>75.00</u>	<u>0.00</u>	<u>0.00</u>
Other				
421-100-300 - F & C - Licenses - RV Park Site Fee		22,920.00		
	<u>0.00</u>	<u>22,920.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>175.00</u>	<u>23,470.00</u>	<u>500.00</u>	<u>450.00</u>
TOTAL FEES AND CHARGES:	175.00	24,050.65	500.00	450.00
MAINTENANCE AND DEVELOPMENT CHARGES				
Development Charges				
430-200-100 - M&D - Building/Development Permits	2,137.50	4,837.54	6,000.00	6,033.00
	<u>2,137.50</u>	<u>4,837.54</u>	<u>6,000.00</u>	<u>6,033.00</u>
Public Reserve				
430-400-100 - M & D - RV Park fees			23,800.00	

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

	Current	Year To Date	Budget	Prior Year Actual
	0.00	0.00	23,600.00	0.00
TOTAL MAINTENANCE AND DEVELOPMENT CHARGES	2,137.50	4,837.54	29,600.00	6,033.00
UTILITIES				
Water				
440-110-100 - Water - Residential	71,764.71	73,602.21		
440-130-100 - Water - Commercial	28,726.12	28,726.12		
440-140-100 - Water - Connection Fees	200.00	200.00		
	100,690.83	102,528.33	0.00	0.00
TOTAL UTILITIES:	100,690.83	102,528.33	0.00	0.00
UNCONDITIONAL TRANSFERS				
Unconditional Transfers				
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
TOTAL UNCONDITIONAL TRANSFERS:	0.00	38,553.00	38,553.00	35,326.10
CONDITIONAL GRANTS				
Local				
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
TOTAL CONDITIONAL GRANTS:	0.00	2,349.33	2,975.00	0.00
CAPITAL ASSET PROCEEDS				
Capital Asset Proceeds				
460-250-600 - R&C Capital conditional grant		410,000.00		
	0.00	410,000.00	0.00	0.00
TOTAL CAPITAL ASSET PROCEEDS:	0.00	410,000.00	0.00	0.00
INVESTMENT INCOME AND COMMISSIONS				
Investment and Income Revenue				
470-100-100 - Interest Revenue	1,341.88	33,979.03	29,120.00	10,498.63
	1,341.88	33,979.03	29,120.00	10,498.63
TOTAL INVESTMENT INCOME AND COMMISSIONS:	1,341.88	33,979.03	29,120.00	10,498.63
OTHER REVENUES				
Other Revenue				
480-900-900 - Miscellaneous Revenue		7,374.29		
	0.00	7,374.29	0.00	0.00
TOTAL OTHER REVENUES:	0.00	7,374.29	0.00	0.00
TOTAL REVENUES:	104,667.61	932,562.86	406,585.00	349,541.14

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

	Current	Year To Date	Budget	Prior Year Actual
EXPENDITURES				
GENERAL GOVERNMENT SERVICES				
Wages & Benefits				
Wages				
510-110-110 - GG - Council - Indemnity	1,112.50	11,854.84	16,000.00	6,727.50
	1,112.50	11,854.84	16,000.00	6,727.50
510-110-230 - GG - Wages - Administrator	3,781.63	26,226.12	45,000.00	25,223.84
510-110-530 - GG - Wages - Other			1,000.00	
	4,894.13	38,080.96	62,000.00	31,951.34
Benefits				
510-120-110 - GG - Council - Payroll Benefits	15.69	43.05		
	15.69	43.05	0.00	0.00
510-120-230 - GG - Benefits - Administration	601.58	4,282.89	9,000.00	
510-130-230 - GG - Benefits - Group Insurance	103.64	621.84		897.49
510-130-231 - GG - Benefits - CPP				1,378.01
510-130-232 - GG - Benefits - EI				575.62
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
	720.91	5,616.47	9,400.00	4,551.85
	5,615.04	43,697.43	71,400.00	36,503.19
Professional/Contract Services				
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		467.46	1,000.00	30.00
510-200-190 - GG - Cont. - Office Rent	500.00	5,000.00	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	66.85	66.85	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	623.00	2,762.00	2,500.00	1,529.00
510-240-100 - GG - Cont. - Memberships & Subscriptions	17.97	3,643.20	2,500.00	1,969.73
510-250-100 - GG - Cont. - Communications				96.04
510-250-150 - GG - Cont. - Software/Hardware Contracts	395.37	15,911.46	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			2,500.00	
510-280-100 - GG - Cont. - Printer Lease/Copies		710.97	1,200.00	694.51
510-280-130 - GG - Cont. - Transition Committee 2021				4,612.00
510-280-150 - GG - Cont. - Mentoring	2,037.10	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	10.75	236.25	200.00	433.51
	3,651.04	55,252.65	70,105.00	25,184.00

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

	Current	Year To Date	Budget	Prior Year Actual
Utilities				
510-300-140 - GG - Utility - Internet	6.20	101.20	200.00	100.75
510-300-141 - GG - Utility - Cell Phone	209.84	852.81	1,300.00	1,008.38
	216.04	954.01	1,500.00	1,109.13
Maintenance, Material and Supplies				
510-400-110 - GG - M&S - Postage	3.43	663.40	1,000.00	
510-410-140 - GG - M&S - Office Supplies	15.00	458.21	3,000.00	2,000.22
510-410-160 - GG - Maint. - Don't Use				381.86
510-440-100 - GG - M&S - Data Processing Supplies	379.00	379.00		6,159.59
510-490-110 - GG - Maint. - Other Supplies				5,000.00
	397.43	1,500.61	4,000.00	13,541.67
Grants and Contributions				
510-500-110 - GG - Grants and Contributions			1,000.00	
	0.00	0.00	1,000.00	0.00
Other				
510-900-110 - GG - Other	10.00	108.74	500.00	6,230.28
	10.00	108.74	500.00	6,230.28
TOTAL GENERAL GOVERNMENT SERVICES:	9,889.55	101,513.44	148,505.00	82,568.27
PROTECTIVE SERVICES				
POLICE PROTECTION				
Professional/Contractual Services				
520-210-100 - PS - Police - RCMP Contract		5,265.02	5,500.00	5,117.08
	0.00	5,265.02	5,500.00	5,117.08
Other				
521-210-100 - PS - Security - Cameras Expenses		3,222.10	4,000.00	
	0.00	3,222.10	4,000.00	0.00
TOTAL POLICE PROTECTION:	0.00	8,487.12	9,500.00	5,117.08
FIRE PROTECTION				
Professional/Contractual Services				
525-210-110 - PS - Fire - EMO Contracted Services			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
	0.00	186.90	28,250.00	24,631.00
Maintenance, Materials and Supplies				
525-450-100 - PS - Emergency Planning Don't Use				555.00
	0.00	0.00	0.00	555.00
TOTAL FIRE PROTECTION:	0.00	186.90	28,250.00	25,186.00
TOTAL PROTECTIVE SERVICES:	0.00	8,674.02	37,750.00	30,303.08
TRANSPORTATION SERVICES				
MAINTENANCE				
Professional/Contractual Services				
530-210-110 - TS - Contract - Mowing	6,029.59	6,029.59	7,500.00	3,351.00

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

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	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Prior Year Actual</u>
530-210-120 - TS - Contract - Street Sweeping		7,774.48	6,500.00	6,358.94
530-210-130 - TS - Contract - Snow Removal		8,353.24	20,000.00	
530-210-140 - TS - Contract - Line Painting			1,500.00	
530-210-150 - TS - Contract - Road Maintenance		37,873.73		
	6,029.59	59,831.02	35,500.00	9,709.94
Utilities				
530-300-110 - TS - Utility - Heat	47.50	816.92	1,500.00	245.78
530-300-120 - TS - Utility - Power		551.58	1,200.00	209.09
530-310-100 - TS - Utility - Power - Street Lights	854.69	8,499.07	12,000.00	8,805.43
	902.19	9,867.55	14,700.00	9,260.30
Maintenance, Materials & Supplies				
530-460-110 - TS - Maint. - Winter Road Maint Don't Us				10,369.62
530-470-100 - TS - M&S - Road/Street Signs			500.00	
	0.00	0.00	500.00	10,369.62
TOTAL MAINTENANCE:	6,931.78	69,698.57	50,700.00	29,339.86
CONSTRUCTION				
Capital Expenditures				
535-600-699 - TS-Const - Amort-Infrastructure			6,037.00	4,037.00
	0.00	0.00	6,037.00	4,037.00
TOTAL CONSTRUCTION:	0.00	0.00	6,037.00	4,037.00
TOTAL TRANSPORTATION SERVICES:	6,931.78	69,698.57	56,737.00	33,376.86
ENVIRONMENTAL SERVICES				
Professional/Contractual Services				
540-200-110 - EH&W - Cont. - Waste Collection/Disposal		6,502.37	10,000.00	6,611.64
540-200-120 - EH&W - Cont. - Recycle Contract			7,168.50	12,000.00
540-210-300 - EH&W - Cont. - Other Services	770.00	9,540.00		
540-210-310 - EH&W - Cont. - Waste Bin Monitoring	175.00	1,750.00	2,100.00	
540-230-100 - EH Memberships			450.00	
	945.00	24,960.87	24,550.00	6,611.64
Maintenance, Materials and Supplies				
540-440-100 - EH&W - Maint.- Waste Bin Monitoring DONT				1,475.00
540-440-110 - EH&W - Maint. - Recycling Exp DON'T USE				7,862.78
	0.00	0.00	0.00	9,337.78
TOTAL ENVIRONMENTAL SERVICES:	945.00	24,960.87	24,550.00	15,949.42
PLANNING AND DEVELOPMENT SERVICES				
Professional/Contractual Services				
560-200-110 - P&D - Cont. - Planning & Zoning			12,000.00	1,450.00
560-200-120 - P&D - Cont. - Building Inspections	2,137.50	4,664.32	8,000.00	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	
	2,137.50	4,664.32	19,450.00	6,570.00
TOTAL PLANNING AND DEVELOPMENT SERVICES:	2,137.50	4,664.32	19,450.00	6,570.00

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

	Current	Year To Date	Budget	Prior Year Actual
RECREATION AND CULTURAL SERVICES				
Professional/Contractual Services				
570-290-100 - R&C - Cont. - Library			2,200.00	
	0.00	0.00	2,200.00	0.00
Maintenance, Materials and Supplies				
570-420-190 - R&C - M&S - Other Supplies			2,000.00	
	0.00	0.00	2,000.00	0.00
Grants and Contributions				
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
Other				
570-900-110 - R&C - Other		100.00		
	0.00	100.00	0.00	0.00
TOTAL RECREATION AND CULTURAL SERVICES:	0.00	12,100.00	16,200.00	0.00
UTILITIES				
WATER				
Professional/Contractual Services				
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
	0.00	18,590.91	37,945.00	17,672.18
TOTAL WATER:	0.00	18,590.91	37,945.00	17,672.18
TOTAL UTILITIES:	0.00	18,590.91	37,945.00	17,672.18
TOTAL EXPENDITURES:	19,903.83	240,202.13	341,137.00	186,439.81
CHANGE IN NET-FINANCIAL ASSETS				
Revenues	104,667.61	932,562.86	406,585.00	349,541.14
Expenditures	19,903.83	240,202.13	341,137.00	186,439.81
CHANGE IN NET FINANCIAL ASSETS	84,763.78	692,360.73	65,448.00	163,101.33
OPERATING SURPLUS/DEFICIT (Chg in Net Asst)	84,763.78	692,360.73	65,448.00	163,101.33
Transfers				
Transfers Out			(60,000.00)	
Total Transfers:	0.00	0.00	(60,000.00)	0.00
CHANGE IN GENERAL SURPLUS	84,763.78	692,360.73	5,448.00	163,101.33

October 31, 2024

Affinity Bank Balance	
As of October 31, 2024	\$ 488,325.74
Add:	
Outstanding Deposits:	\$ 7,899.95
Oct 15 CAFT - rec'd, not recorded	-\$ 512.07
Outstanding E-transfers	\$ 956.81
Less:	
Outstanding Payments (See attached)	\$ 67,859.36
Reserve Transfers not Transferred Yet	\$ 120,000.00
Reconciled Balance	\$ 308,811.07
General Ledger Bank Balance at Month End (110-110-120)	\$ 308,811.07

List of Outstanding Cheques

338	Broda Group	38,295.00
342	AON Canada	623.00
343	EasyPay	397.95
OB	SaskPower	892.64
OB	Sask Energy	49.88
OB		
OB		
OB		
eTr	Elk Ridge Resort	3,000.00
eTr	Sask Finance	23,229.34
eTr	CRA	1,371.55
Total Outstanding Cheques		67,859.36

\$ -

**Resort Village of Elk Ridge
Payment Register**

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Batch: 2024-00060 to 2024-00063

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Bank Code: Bank1 - Main Demand

Payment #	Vendor	Date	Amount
Computer Cheque			
342	AON CANADA INC. - T57048C	2024-10-24	623.00
343	EASYPAY	2024-10-24	397.95
Total for Computer Cheque:			1,020.95
E-Transfer			
2024-0082	ELK RIDGE RESORT	2024-10-03	525.00
2024-0083	Gary Provencher	2024-10-03	175.00
2024-0084	MUNISOFT	2024-10-03	415.14
2024-0085	PENTElsa	2024-10-03	808.50
2024-0086	CONSTRUCTION CODE AUTHORIT	2024-10-04	2,244.38
2024-0087	NICOLE LERAT	2024-10-04	2,138.96
2024-0088	ELK RIDGE RESORT	2024-10-24	6,330.31
2024-0089	CANADA REVENUE AGENCY	2024-10-31	1,371.55
2024-0090	MINISTRY OF FINANCE	2024-10-31	23,229.34
Total for E-Transfer:			37,238.18
Online Banking			
2024-0054	AFFINITY MASTERCARD	2024-10-10	92.47
2024-0055	MUNICIPAL EMPLOYEES PENSION	2024-10-10	745.16
2024-0056	SUMA Group Benefits	2024-10-10	207.99
2024-0057	Sasktel	2024-10-10	219.17
2024-0058	SASKENERGY	2024-10-25	49.88
2024-0059	SUCCESS OFFICE SYSTEMS	2024-10-24	15.75
2024-0060	Sasktel	2024-10-08	6.49
2024-0061	Saskpower	2024-10-31	892.64
Total for Online Banking:			2,229.55
Total for Bank1:			40,488.68

Payments Printed: 19