

Resort Village of Elk Ridge
Agenda
February 18, 2025 at 4:30 pm – Regular Meeting – White Tail Room

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

2. Approval of Agenda:

2.1 February 18, 2025 Agenda

That the agenda of the Regular Meeting of February 18, 2025 be adopted.

3. Adoption of Minutes:

3.1 January 21, 2025 Minutes

That the minutes of the Regular Council meeting of January 21, 2025 be adopted.

4. Declaration of Conflict of Interest:

5. Delegations Scheduled:

5.1 Joshua Yohnke – Associated Engineering – DRAFT Water Treatment Options

6. Public Hearings:

7. Public Acknowledgements:

8. Business Arising from Minutes:

8.1 EMO plan – Leslie Tuchek – March Meeting

8.2 Strategic Planning – Special Meeting of Council (Feb 18/2025 @2:00 pm)

9. New Business:

9.1 Proposed Parcels A and B – Commercial - SUBD-004099-2025

10. Motions:

11. Administration Reports:

11.1 Utility Report

11.2 Administrator’s Report

12. Financial Report

12.1 Utility Statement

12.2 Detailed Financial Statement, Bank Reconciliation, Payment Register

13. Reading of Bylaw(s):

14. Notice of Motion:

15. Inquiries:

16. In camera:

16.1 8.1 Conflict of Interest – legal opinion from Nicole Sawchuk

17. Information Items/Correspondence:

17.1 The North Saskatchewan River Basin Council

18. Adjournment



**Resort Village of Elk Ridge
Regular Meeting Minutes Council
January 21, 2025**

Regular meeting of Council held on Tuesday January 21 at 4:30 p.m. at Elk Ridge Resort lodge.

Present: Mayor Margaret Smith-Windsor
Councillors Jacqueline Archer
Daniel Levesque

Regrets: Russell Schwehr, Payton Hall

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

Delegations Kari Bryson, Kunal Thakur (Routes2SK Inc.)

1. CALL TO ORDER

Mayor Smith-Windsor called this regular meeting of the Council to order at 4:30 pm

2. APPROVAL OF AGENDA

2025-001 ARCHER: That the agenda be adopted as amended.
8.4 Estates Response regarding paving & gravel
9.1 Easement Agreement
9.2 Waste Management Depot – maintenance on bins
LEVESQUE: Seconded the motion

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Meeting Minutes – December 17, 2024

2025-002 ARCHER: That the minutes of the December 17, 2024 Regular Council Meeting be adopted as presented.
LEVESQUE: Seconded the motion

CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

5. DELEGATIONS

5.1 Elk Ridge Resort – Kari Bryson and Kunal Thakur

- Discussion about upcoming Tax reassessment – CAO will provide update
- The new golf on the pond is generating interest
- Upcoming U11 hockey tournament
- Routes2SK not hosting PGA event this year
- Routes2SK has not confirmed PBR event yet

- 6. **PUBLIC HEARINGS**
- 7. **PUBLIC ACKNOWLEDGEMENTS**
- 8. **BUSINESS ARISING FROM MINUTES**
- 2025-003 **8.1 Fire Agreement**
 LEVESQUE: That Council authorize the Mayor and CAO to sign the Fire Agreement between the Resort Village of Elk Ridge and Lakeland & District Co-operative Volunteer Fire Department to provide fire suppression within the municipal boundaries of the Resort Village of Elk Ridge in 2025
 ARCHER: Seconded the motion.
CARRIED
- 2025-004 **8.2 Emergency Plan**
 LEVESQUE: That Council invite Leslie Tuchek to the next council meeting to discuss next steps in moving the community plan forward.
 ARCHER: Seconded the motion
CARRIED
- 2025-005 **8.3 Staffing plan**
 ARCHER: That the staffing plan discussion be tabled to when the Strategic Plan documents are reviewed and approved.
 LEVESQUE: Seconded the motion.
CARRIED
- 8.4 Estates Condominium Corporation – Re: Paving and Gravel**
 LEVESQUE: That Council notify the Estates Condominium Corporation that the Resort Village is unable determine the extent of road repairs in the Village at this time and therefore will not be able to enter a joint partnership with them contracting Precision Paving.
 ARCHER: Seconded the motion.
CARRIED
- 9. **NEW BUSINESS**
- 2025-006 **9.1 Easement Agreements**
 ARCHER: That Council invite Roger Arnold from The Transition Steering Committee to attend the February 18, 2025 meeting to provide more clarity on the easements registered with ISC.
 LEVESQUE: Seconded the motion.
CARRIED
- 2025-007 **9.2 Waste Management Depot**
 LEVESQUE: That Gary Provencher notify Greenland Waste to provide maintenance on the opening mechanisms on a number of the garbage bins.
 ARCHER: Seconded the motion.
CARRIED
- 10. **MOTIONS**
- 2025-008 **11.1 UTILITY REPORT – Russell Nelson and Terri Kowbel-Nesbitt**
 ARCHER: That the Utility Staff’s Report be accepted as presented.
 LEVESQUE: Seconded the motion
CARRIED

- 2025-009 **12. ADMINISTRATION REPORT**
12.1 LEVESQUE: That the Administrator’s Report be accepted as presented.
 ARCHER: Seconded the motion. CARRIED
- 2025-010 **Municipal Revenue Sharing Grant**
 LEVESQUE: That Council authorizes the CAO to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.
 ARCHER: Seconded the motion. CARRIED
- 2025-011 **13. FINANCE REPORT**
13.1 LEVESQUE: That the Statement of Financial Activities, Water & Utility Financial Statement, List of Accounts and Bank Reconciliations be accepted and filed.
 ARCHER: Seconded the motion CARRIED
- 14. READING OF BYLAWS**
- 15. NOTICE OF MOTION**
- 16. INQUIRIES**
- 17. IN-CAMERA**
17.1 Resort Village of Elk Ridge – Strategic Plan Report
17.2 Resort Village of Elk Ridge – Operations Plan Report
- 2025-012 ARCHER: That the Strategic and Operation Plan Reports be tabled to a special meeting when all of Council is available.
 LEVESQUE: Seconded the motion. CARRIED
- 19. INFORMATION ITEMS/CORRESPONDENCE**
- 2025-013 **20. ADJOURNMENT**
 ARCHER: That this meeting now be adjourned at 7:23 p.m.
 LEVESQUE: Seconded the motion CARRIED

Mayor Margaret Smith-Windsor

CAO Michele Bonneau

Issue Date:	February 11, 2025	Reference/Project No.:	2024-4199-00
To:	Clint Austin, P.Eng.	Previous Issue Date:	n/a
From:	Shea Allison, E.I.T.		
Client:	Resort Village of Elk Ridge		
Project Name:	Water Treatment Plant Upgrades		
Subject:	Water Treatment Options		

Draft

1 INTRODUCTION

The Resort Village of Elk Ridge (the Village) has retained Associated Engineering (Associated) to assess the existing water treatment plant (WTP) and develop a plan to increase the water treatment capacity and improve treated water quality from the Village's WTP to meet *Saskatchewan Drinking Water Quality Standards and Objectives (SDWQSQ)* (EPB-507) for current and future Village populations. As part of the preliminary design stage, Associated has considered and evaluated following three expansion options using a comparison matrix for review purposes:

1. Option 1 - Greensand filtration with ultraviolet (UV) for primary disinfection.
2. Option 2 - Greensand filtration followed by chlorine gas for primary disinfection.
3. Option 3 - Membrane filtration addition.

The most favorable option agreed upon will then be developed into a preliminary design and eventually detailed design for the Village.

2 EXISTING TREATMENT EQUIPMENT

The existing treatment process at the WTP consists of chemical oxidization and detention followed by manganese greensand filtration and disinfection. Currently, raw water is provided from two groundwater wells and injected with sodium hypochlorite in the raw water header for chemical oxidation. This is followed by the above ground detention tank, after which the water flows into two manganese greensand filters. Sodium hypochlorite is injected into the filter effluent header for disinfection. Treated water is stored in two reservoirs, one located underneath the WTP building and the other adjacent to the building.

Detailed information for the process equipment is included in [Table 2-1](#).

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Memo To: Clint Austin, P.Eng., Resort Village of Elk Ridge
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Table 2-1 Existing WTP Process Equipment

Component	Description
WTP rate capacity	<ul style="list-style-type: none"> The current treatment capacity is 3.8 L/s.
Treatment System	
Greensand filters	<ul style="list-style-type: none"> Quantity: two operated in parallel configuration. Size: 1.22 m diameter x 2.13 m high. Volume: 1,800 L. Filter loading rate: 5.9 m/hour. Filtration capacity: 3.8 L/s with both filters.
Backwash supply pump	<ul style="list-style-type: none"> Model: Goulds D0000112. 15 min/filter at a rate of 11 L/s.

A summary of the chemicals and their dosages are provided in Table 2-2.

Table 2-2 Chemical Dosages

Chemical/Injection Location	Storage	Chemical Dosage	Pump/Rate Capacity
Sodium hypochlorite/filter influent	12% solution	Approximate dosage: 11-12 mg/L, high of 13-14 mg/L.	Grundfos Alldos DDA rated at 7.5 L/hr
Sodium hypochlorite/reservoir influent	12% solution	Approximate dosage 0.75-1.75 mg/L	Grundfos Alldos DDI rated at 7.5 L/hr

The dosage of all sodium hypochlorite is above the maximum use level (MUL) as defined in NSF 60 as 12.36 mg/L. These standards are developed to assure that the treatment process does not add unsafe level of chemical or contaminants to the drinking water.

3 TREATMENT REQUIREMENTS

In order to determine which substances the treatment process needs to remove and to identify water quality issues that may arise during the useful lifetime of the upgraded and expanded water treatment system, raw water quality data was compared to both SDWQSO and Health Canada's *Guideline for Canadian Drinking Water Quality (GCDWQ)* in Table 3-1.

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Table 3-1 Raw and Treated Water Quality Data

Parameter	Raw Water Well #1	Treated Water	Drinking Water Standards and Objectives	
	2023-2024	2025	SDWQSO ¹	GCDWQ ²
Bicarbonate (mg/L)	656	597	None stated	None stated
Calcium (mg/L)	108	103	None stated	None stated
Carbonate (mg/L)	<1	<1.0	None stated	None stated
Conductivity (uS/cm)	913	926	None stated	None stated
Iron (mg/L)	1.84	<0.010	AO 0.3	AO 0.3
Magnesium (mg/L)	43	43.7	AO 200	None stated
Manganese (mg/L)	0.13	0.00034	AO 0.02	MAC 0.12/ AO 0.02
pH	7.96	8.12	7.0 - 10.5	7.0 - 10.5
Potassium (mg/L)	3.6	4.46	None stated	None stated
Sodium (mg/L)	36	45.8	AO 300.0	AO 200.0
Total alkalinity (mg/L, as calcium carbonate)	538	489	AO 500	None stated
Total ammonia (mg/L)	0.71	-	None stated	None stated
Total dissolved solids (mg/L)	570	550	AO 1,500	AO 500
Total chlorine (mg/L)	-	0.95	None stated	None stated
Free chlorine (mg/L)	-	0.54	None stated	None stated
Total trihalomethanes (THMS, mg/L)	-	0.11	MAC 0.1	MAC 0.1
Total haloacetic acids (HAAs, mg/L)	-	0.049	MAC 0.08	MAC 0.08
Total hardness (mg/L)	446	428	AO 800	None stated

Notes:

¹ Taken from Saskatchewan Water Security Agency's Drinking Water Quality Standards and Objectives unless otherwise indicated.

² Taken from Health Canada's Guidelines for Canadian Drinking Water.

Total haloacetic acids (HAAs) and trihalomethanes (THMs) were calculated by taking the annual average of the two sample results taken September 23, 2024 and January 7, 2025.

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3.1 Ammonia

Naturally occurring ammonia levels in groundwater will consume free chlorine in the disinfection process, creating a combined chlorine or chloramine residual. Since the free chlorine is consumed by ammonia, the ratio of free chlorine to total chlorine is very low. If the ratio of free chlorine to total chlorine is less than 10% to 20%, the resulting free chlorine residual is generally considered inaccurate due to the interference that chlorine residuals have on the diethyl-p-phenylene (DPD) test result for free chlorine. An unreliable free chlorine residual in turn results in an unreliable primary disinfection log credit. A stable free chlorine is one that makes up 70% to 80% of the total chlorine. If ammonia is present in the water, a stable free chlorine can only be obtained if breakpoint chlorination is achieved. For breakpoint chlorination to be achieved, a chlorine dose of eight to ten times the ammonia presence is required in addition to whatever constituents are present in the raw water that will consume or combine with chlorine.

The current system relies on sodium hypochlorite for both chemical oxidation and primary disinfection, which currently due to the ammonia in the raw water has exceeded the MUL. To address this, an alternative treatment approach should be taken to meet primary disinfection while maintaining chemical usage below the MUL.

3.2 Iron and Manganese

SDWQSO and Health Canada's aesthetic objective (AO) for iron and manganese are 0.3 mg/L and 0.02 mg/L, respectively. In groundwater treatment processes, iron and manganese that have not been fully oxidized from their soluble forms into solid particles prior to or during filtration, are one of the leading causes of post filtration turbidity. The reduction of iron and manganese results in decreased colour, taste and odour of water, as well as reducing the staining of laundry and plumbing fixtures. Based on water samples that were collected and analysed at the time of the previously completed pilot study, the iron level in Village's raw water is 1.84 mg/L and the manganese level is 0.13 mg/L.

It is recommended that a water treatment process can reduce both iron and manganese levels to below Health Canada's AO. The soluble forms of iron and manganese need to be oxidized into their insoluble forms and then removed by filtration technologies such as manganese-greensand filtration, biological filtration or membrane filtration.

3.3 Total Dissolved Solids (TDS)

Total dissolved solids (TDS) refers to the dissolved minerals such as sodium, calcium, magnesium, hardness, alkalinity, bicarbonate, sulphate, chloride, potassium and carbonate present in water.

The TDS in the raw water was 570 mg/L, which is lower than the SDWQSO AO of 1,500 mg/L but it is higher than Health Canada's more stringent AO of 500 mg/L. The current treatment system is not capable of removing total dissolved solids from the raw water supply.

3.4 Total Haloacetic Acids (HAAs) and Trihalomethanes (THMs)

Currently, THMs and HAAs are the two major groups of chlorine disinfection byproducts (DBPs) regulated in drinking water supplies. The available Village data shows the levels of THMs and HAAs are currently near or above the regulated limits set by SDWQSO and GCDWQ guidelines.



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This high level of DBPs is an indication of Village's raw source water containing high dissolved organic carbon (DOC) levels. DOC is a primary precursor for the formation of THMs and HAAs. During the disinfection process, typically performed with chlorine, DOC reacts with the disinfectant to form these harmful byproducts. Higher levels of DOC in water typically lead to higher concentrations of THMs and HAAs.

Balancing the need for effective disinfection with the desire to minimize byproduct formation requires careful management of treatment parameters such as chlorine dosage, contact time, and pH levels. The proposed upgrades will look to reduce the formation of HAAs and THMs using chloramines, which are effective at reducing the formation of DBPs.

4 TREATMENT SYSTEM MODIFICATION OPTIONS

Based on the treatment required listed in above section, Associated has reviewed three treatment process options to address the current water quality concerns. Biological filtration was investigated as an alternative treatment option in the 2022 BCL Engineering Ltd. report; however, a pilot study previously completed in 2024 showed that biological filtration was not effective at removing manganese or ammonia from the raw water supply. Therefore, this option has been disregarded as a viable option for the Village and has not been reviewed in further detail.

4.1 Option 1: Greensand Filtration with UV for Primary Disinfection Followed by Chloramination

Option 1 includes chemical oxidization, detention, manganese greensand filtration followed by an UV disinfection system for primary disinfection with chloramines for secondary disinfection. The existing greensand filtration system will be replaced with an expanded greensand filtration system to reduce the loading rate to allow for adequate removal of iron and manganese. Potassium permanganate will be injected into the raw water for iron and manganese oxidization. An above ground detention tank will be required to provide enough time for the chemical reaction to occur. Precipitated iron and manganese oxide will then be filtered out by or absorbed onto the greensand media. A building expansion will be required for a new electrical room and expanded treatment system.

A UV system will be used for primary disinfection to achieve 4-log virus reduction required for groundwater source. Sodium hypochlorite will be injected to form chloramine for the secondary disinfection. Due to the high hardness in the raw water supply, the UV system will be susceptible to scaling and due to this will require intermittent acid cleaning to remove the scale. A citric acid cleaning system will be required to remove scale from the UV system.

Greensand filtration is typically used to remove iron and manganese from the raw water; however, greensand filtration is not able to remove TDS, DOC, total organic carbon (TOC) or hardness from the raw water. The proposed option would reduce the sodium hypochlorite below the MUL. Option 1 would not improve the aesthetic parameters of the treated water, with treated water remaining high hardness and TDS.

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5 OPTION 2: GREENSAND FILTRATION FOLLOWED BY CHLORINE GAS FOR PRIMARY DISINFECTION

Option 2 includes chemical oxidization, detention, manganese greensand filtration followed by chlorine gas for breakpoint chlorination and primary disinfection. The existing greensand filtration system will be replaced with an expanded greensand filtration system to reduce the loading rate to allow for adequate removal of iron and manganese. A chlorine gas will be injected into the raw water for oxidization and disinfection. An above ground detention tank will be required to provide enough time for the chemical reaction to occur. Precipitated iron and manganese oxide will then be filtered out by or absorbed onto the greensand media. With the high chlorine dosage, a proper ventilation system is required to ventilate chlorine off-gassing from the water. A building expansion will be required for a new electrical room and chlorine room. As the WTP is located on the golf course, provisions for a chlorine scrubber would be included for safety in the event of a chlorine gas leak. One concern with breakpoint chlorination is the formation of DBPs which include THMs and HAAs. A jar test should be performed with breakpoint chlorination to determine if DBPs formed during breakpoint chlorination is over the regulated limit.

Greensand filtration is typically used to remove iron and manganese from the raw water. However, greensand is not able to remove TDS, DOC, TOC or Hardness. Option 2 would not improve the aesthetic parameters of the treated water, with treated water remaining high hardness and TDS.

6 OPTION 3: MEMBRANE FILTRATION ADDITION

Option 3 includes chemical oxidization, manganese greensand filtration and followed by reverse osmosis (RO) membrane filtration. The existing greensand filtration system will be replaced with an expanded greensand filtration system to reduce the loading rate to allow for adequate removal of iron and manganese and provide additional flow to account for the membrane waste. Potassium permanganate will be injected into the raw water for the chemical oxidization of iron and manganese. A detention tank would be required to allow for chemical oxidation prior to filtration. Following the detention, the water would flow through greensand filters. Filtered water would be directed to a RO membrane transfer tank and repumped through a RO membrane treatment system. This tank would also allow the filters to be backwashed with filtered water that has not yet been run through the membrane system. Anti-scalant will be fed into the membrane feed water to inhibit potential scaling on the membrane surfaces. Provisions for the addition of sodium bisulphate in the membrane influent will be included to ensure no oxidant remains in the membrane feed water as this would damage the membrane surfaces.

Based on our experiences at other communities using the groundwater sources and same treatment process, the pH and the Langelier Saturation Index (LSI) of the permeate from the RO membranes can be adjusted by the injection of caustic downstream with the mixing of 5 to 10% membrane influent bypass. The LSI will be adjusted between -1 and 0 to ensure that is slightly scale forming to reduce the corrosive effects of the water on the distribution system. A building expansion will be required to accommodate the expanded pre-treatment system, new RO membrane system and electrical room.

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RO membrane filtration systems are effective at removing turbidity, particles, bacteria, viruses, and cysts, as well as addressing ammonia, TDS, hardness, DOC and TOC. Chemical requirements for membrane filtration include potassium permanganate and sodium hypochlorite (pre- and post-treatment), anti-scalant, caustic soda, and cleaning-in-place (CIP) solutions to maintain system performance. Raw water demands will increase with the RO membrane rejection.

7 EVALUATION MATRIX

The comprehensive analysis can be found in [Appendix A](#) along with key criteria used to evaluate the equipment options. These criteria include water quality and treatment, constructability and expandability, operability and maintainability, and redundancy. Equipment costs were evaluated separately in [Section 7](#). Scores were assigned based on the follow rubric:

- 1 = Poor
- 2 = Fair
- 3 = Average
- 4 = Good
- 5 = Excellent

8 SUMMARY

When evaluating the categories, such as Water Quality and Treatment, Post-membrane Treatment received the highest total score for this category. Membrane filtration is more effective at reducing hardness, TDS, DOC and TOC, and avoiding disinfection byproducts (e.g., THMs/HAA5). In contrast, greensand filtration effectively removes iron and manganese but is not effective at reducing hardness, TDS, DOC, TOC and ammonia. This results in higher chlorine dosages required for primary disinfection, which can increase the formation of disinfection byproducts. While membrane filtration is able to treat more, it comes with greater complexity and higher chemical demands. Greensand filtration, on the other hand, is simpler to operate and has reduced chemical requirements. Both options effectively address the iron and manganese concerns in the raw water supply.

Another category was Constructability and Expandability, greensand received the highest total score for this category with 15. Greensand expansion is easily integrated into the existing infrastructure, it offers the least amount of down time for plant operation to change over and improve capacity and water quality without major modifications. Membranes score well for ease of staging and future expansion, indicating they can adapt to increasing water quality or capacity demands with relatively straightforward system additions. However, staging in the existing building space would not be viable and would require a building expansion. In all scenarios a building expansion is necessary, but the size of the building is considered to increase with Membrane having the largest required footprint.

With regards to Operability and Maintainability, greensand achieves a high score for reliability, ease of operation, lowering operating training requirements compared to the other options. Membrane requires more chemical and operator training, increasing the complexity of the care for the system.

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Option 1, which includes UV, does not provide n+1 redundancy for maximum day demands, due to the significant seasonal variations in projected flow rates (i.e., winter versus summer) however with additional UV units n+ 1 redundancy can be achieved. The same consideration applies to Option 3. Additionally, the required building expansion to fit the addition of redundancy would increase substantially. The need for redundancy will be further evaluated during preliminary design.

Based on the technical analysis of the three options, the results, ranked from highest to lowest, were as follows:

1. Option 1 - Greensand filtration with UV for primary disinfection.
2. Option 2 - Greensand filtration followed by chlorine gas for primary disinfection.
3. Option 3 - Membrane filtration addition.

9 EQUIPMENT COST

Estimated equipment cost were previously completed by BCL Engineering Ltd. in 2022. These cost estimates, in 2025 dollars, are summarized in Table 9-1 below. The 2025 estimated equipment costs have been calculated using an 8.5% escalation factor based on Government of Canada Builder's Construction Price Index and Bank of Canada Inflation rate.

Table 9-1 Probable Equipment Cost

Option	Description	Probable Cost Range (\$)
1	Greensand process expansion followed by UV disinfection	700,000 to 850,000
2	Greensand process expansion followed by chlorine gas	600,000 to 710,000
3	Greensand process expansion followed membrane filtration	1,800,000 to 2,700,000

Cost estimates in the above table are for equipment only and do not account for the estimated additional building footprint, electrical and associated requirements. If n+1 redundancy is necessary for maximum day demands for Option 1 and Option 3, the estimated equipment costs will increase.

Prepared by:

Shea Allison, E.I.T.
Process Engineer

Reviewed by:

Josh Yohnke, P.Tech.
Project Manager

Reviewed by:

Jason St. Germain, P.Eng.
Process Engineer

January 28, 2025

Michele Bonneau, Administrator
Resort Village of Elk Ridge
PO Box 171
#N/A SK S0J 2Y0

Dear Michele Bonneau:

**RE: Resort Village of Elk Ridge
Parcel J, Plan 99PA19052 Ext. 5
Proposed Parcels A and B – Commercial**

Enclosed is a copy of a subdivision application for Council's comments. Our office will review the proposal in accordance with of *The Planning and Development Act, 2007* (PDA), and any set of regulations or bylaws adopted pursuant to the PDA. Please consider the following in your reply:

1. Are you aware of any land uses in the vicinity that would be incompatible with the intended use of the proposed sites, or any site conditions that make the land unsuitable for the intended use?
2. Do you have any facilities that could be affected by the proposed development? If so, please send us a map of your facilities that we can use to assess any site dimension or other changes that might be needed.
3. If you have any requirements of the applicant, please send the details directly to the applicant, and a copy of your correspondence to us. If you require more information about the application, please inform me. We may be able to obtain this information directly if it would assist your office and ours in finalizing our respective comments.

... 2

Parcel Ties

As part of the decision for this application, the remainder of Parcel J, Plan 99PA19052 Ext. 5 (surface parcel 166153675) shall remain linked by parcel tie to Parcel J, Plan 99PA19052 Ext. 7 (surface parcel 203768556).

Local Planning Controls

The Resort Village of Elk Ridge does not have planning bylaws. Regulations governing this proposal are found in *The Subdivision Regulations, 2014*. This proposal appears to conform with the regulations.

Municipal Reserve

As mentioned in the letter to the subdivision applicant, the subdivision is subject to the municipal reserve requirement of 0.12 hectares. Council and the applicant should discuss the options to meet the requirement: dedication, monetary settlement to be deposited into a separate dedicated lands account, or deferral. In your reply, please indicate which option council prefers. If a monetary settlement is arranged, we will need another letter confirming you have received payment. The amount will be subject to approval of the Director, who must ensure that it adequately reflects the value of the land that would have been dedicated. The Director's final decision on the type and location of municipal reserve will be based on the recommendation from Council.

Servicing Agreement

The PDA permits Council to require a servicing agreement with a subdivision applicant to cover the costs of new roads or other municipal services for a new subdivision. Council may only request those services which are authorized by section 172 of the PDA. Please tell us if council requires a servicing agreement for this proposal. An agreement must be negotiated within 90 days of your receipt of this letter after which the applicant may agree to extend negotiations or file an appeal. If you want a sample agreement to consider, please call me as soon as possible, or visit our website at: <http://www.saskatchewan.ca/government/municipal-administration/community-planning-land-use-and-development/resources/servicing-agreements-and-samples>.

If only minor services are needed, (e.g. service connections or an approach), Council may send the applicant a letter listing the requirements. If the applicant accepts Council's requirements in writing, a formal servicing agreement may not be needed. Your solicitor should be consulted on this.

Michele Bonneau
File No.: SUBD-004099-2025
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Further Considerations

The Subdivision Regulations, 2014, allow you 40 days from your receipt of this letter to send us a certified copy of a resolution recommending the subdivision's approval or refusal. If council recommends refusal, state the reasons. Please call me if more time or information is needed.

For your information, I have also enclosed a copy of the acknowledgement letter sent to the surveyor and applicant. Please call me if more details are needed before you reply.

Sincerely,



Jarod Penner
Planning Consultant

Enclosure

Application to Subdivide Land

1. Location of Land to be Subdivided:

Resort Village of Elk Ridge

Municipality (City, Town, Village)

1/4 Sec. Twp. Rge. Mer.

Lot(s) Block(s)/Parcel(s) J Plan No. 99PA19052

2. The Proposed Subdivision involves:

- Plan of Proposed Subdivision
- Parcel Tie Removal (describe and include parcel pictures)
- Other Subdividing Instrument (lease, easement)

3. Legal and Physical Access to the Subdivision is via:

- Grid Road
- Highway
- Resource Road
- Northern CrownLand
- Main Farm Access
- Urban Street
- Road Allowance
- Trail
- Paved
- Gravel
- Unimproved

4. Physical Nature of the Land to be Subdivided:

a) What is the physical nature of the proposed lot(s) or parcel(s)?

- Wooded/Treed
- Cultivated
- Pasture
- Hilly
- Level/Flat
- Low/Swampy
- Adjacent to a Lake, River or Creek

Describe the physical nature in more detail:

Flat terrain, with clearing in the trees for the campground, and heavy vegetation outside of the cleared areas.

b) Drainage:

How will the proposed lot(s) or parcel(s) be drained? Natural Ditches Curb and Gutter Storm

Do you propose to discharge surface water into a highway ditch or waterway? Yes No

Show drainage courses on the Plan of Proposed Subdivision.

5. Land Use:

a) What is the land presently used for?

- Agriculture
 Residential
 Seasonal Recreation (Cottage)
 Commercial
 Industrial
 Other

Describe the present land use in more detail:

The land is currently used for a seasonal campground.

b) What is the intended use of the proposed lot(s) or parcel(s)?

- Agriculture
 Residential
 Seasonal Recreation (Cottage)
 Commercial
 Industrial
 Other

Describe the intended land use in more detail:

The land will continue to be used as a seasonal campground.

c) Are there any buildings on the land being subdivided?
 Yes
 No

Indicate the location, distance from the property boundary and use of all buildings and utility lines on the Plan of Proposed Subdivision/Parcel Picture.

6. Services:

a) Water Supply is:

- Existing
 Proposed
 Not Required
 Communal System
 Cistern
 Lake / Waterbody
 Municipal Well
 Private Well
 Other

Describe / specify proposed water source: Existing 250mm water main within Elk Ridge Place road

b) Sewage Disposal is:

- Existing
 Proposed
 Not Required
 Private-On-Site
 Mound
 Chamber
 Holding Tank
 Jet
 Municipal/Communal
 Absorption Field
 Other
 Lagoon
 Septic Tank

Describe / specify proposed sewage disposal system: Existing 200mm san. s within Elk Ridge Place road

Please show all set back distances from the property boundary, house, well and water course(s) on the plan of proposed subdivision.

7. Utility Services:

- Electric power is: Existing Proposed Not Required Not Available
- Telephone service is: Existing Proposed Not Required Not Available
- Natural gas is: Existing Proposed Not Required Not Available

8. Surrounding Land Users:

If the proposed subdivision is in a Rural Municipality, are any of the following within 5 km; or
 If in an Urban Municipality, are any of the following within 500 m? Check all that apply. Use Section 9 (Additional Comments) to identify surrounding land use details.

	If checked, please state distance:
<input type="checkbox"/> Airport	
<input type="checkbox"/> Intensive Livestock Operation	
<input checked="" type="checkbox"/> Sewage Treatment Facility or Sewage Lagoon	0.8km
<input type="checkbox"/> Landfill for disposal of garbage or refuge	
<input type="checkbox"/> High Voltage Power Transmission Line	
<input type="checkbox"/> High Pressure Gas Transmission Line, Oil Line (specify)	
<input type="checkbox"/> Industrial Commercial Operation (specify)	
<input checked="" type="checkbox"/> National, Provincial or Regional Park	0.8km
<input checked="" type="checkbox"/> Residential Lot(s)	Adjacent to condo development
<input checked="" type="checkbox"/> Water Body or Course	0.6km
<input type="checkbox"/> Cemetery	
<input type="checkbox"/> School Bus Route	
<input checked="" type="checkbox"/> Urban Municipality	Adjacent
<input checked="" type="checkbox"/> Water Treatment Plant or Reservoir	0.4km
<input type="checkbox"/> Oil or Gas Well or Facility (within 500m)	

9. Additional Comments:

10. Other Requirements:

1. Applications must include a current copy of the title to the land being subdivided and the Basic Fees. Also include any relevant permits or approvals obtained from other agencies or a municipality.
2. Basic Fees are \$300 per parcel (non-refundable) plus \$150 for issuance of a Certificate of Approval. The fees are exempt from GST & PST. Make a cheque or money order payable to the Minister of Finance.
3. Applicants may be asked for additional fees and information if found to be needed during the review of an application.
4. Until the review of an application is done and a decision is issued, no binding contracts for the land should be made and no construction or site preparation work should be started.
5. Personal information given on this form is collected pursuant to *The Freedom of Information and Protection of Privacy Act* and will be shared with other agencies involved in reviewing subdivision applications. If you do not want your personal information to be shared, contact the Community Planning Branch to discuss your concerns before submitting a completed form.

11. Applicant(s): *(persons making application and to whom correspondence should be addressed)*

a) Name of registered owner of land to be subdivided:

Name: Routes2SK
 Address: 231 Arne Peterson Way
 City/Town/Village: Elk Ridge
 Prov: SK Postal Code: S0J 0N0
 Email: kevin.dsouza@elkridgeresort.com Tel: 306-863-4653, Ext-3000

b) Land Surveyor / Planner / Lawyer / Agent (specify):

Name: Devin Clarke Company: Catterall & Wright
 Address: 1231 8th Street East
 City/Town/Village: Saskatoon
 Prov: SK Postal Code: S7H
 Email: d.clarke@cwce.ca Tel: 306-343-7280

c) Declaration by registered owner or authorized designate:

I, Len Hergott hereby certify that I am the registered owner of the land proposed for subdivision or I am authorized, in writing, to act as the registered owner per Sections 2(d) and 5(3) of *The Subdivision Regulations, 2014*. By signing below, I certify that all information contained herein is true and correct. I understand that submittal of this application does not entitle the applicant to engage in the work applied for and there shall be no construction, site preparation work undertaken nor entering into any binding agreements for such work or selling the proposed property until such application is approved and the permit is issued. I also understand that all work must be permitted in compliance with all applicable provincial, federal, and local laws. I hereby swear that all statements contained with this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act*.

Signature: [Signature] Date: Jan 6, 2025

Name: Len Hergott Address: 101 ESTATES DR

City/Town/Village: ELK RIDGE Prov: SK Postal Code: S0J0N0 Tel: 306 231-7216

Replies are to be sent to (please specify from above): a b c

Email: len.hergottcaseih@sasktel.net



Elk Ridge Utility Jan/Feb 2025 Report

Operations:

- Michele signed off LOGS for Jan 2025, day to day operations in compliance

Capitol Projects:

- Sand filter parts all arrived and has been installed trials on sand issue on going
- Report from Ass. Eng. We are open to meet to answer some questions.

Budget:

- Submitting a budget on Feb 18, 2025
- Pricing remote meter readers and installation as of today KTI, we are waiting, and Badger will submit 2nd quote.

New Business:

- Requesting staff meeting with CAO and Mayor regarding budget

Standing Issues:

- Lagoon clean up. Resort must finish clean up and private tenant is unresolved to present date, WSA inspection is spring 2025
- Updated Water Quality/Quality Control Policy with the Village

ADMINISTRATORS'S REPORT - February 18, 2025

Date	ADMINISTRATION HIGHLIGHTS:
	- completed Education Property Tax Reconciliation
	- completed T4 Summary and T4s
	- all bills for 2024 have been entered - Audit - March 11, 2025
	- filed GST return
Date	MINUTES FOLLOW UP
	- Emergency Management Plan - Leslie Tuchek - scheduled for March 18/25 meeting
Date	OFFICE NOTES
	- Office hours Tuesday - Thursday (8:00 am - 4:00 pm)
Date	HR/Personell NOTES
	- hiring casual employee for Utility operations (Glen Wiebe)
	- By the end of February - accumulation of 1800 hours under Nicole Lerat
	- Nicole will be onsite Feb 25/26 - preparation for audit, office inspection & complaint policy
Date	GRANT UPDATES/UPCOMING
	- Marg Smith-Windsor is working on Sask Lottery Grant application - due Feb 28/2025
Date	RATEPAYER CONCERNS
	- Sent out a reminder for late utility payments (approx 12 outstanding)

RESORT VILLAGE OF ELK RIDGE
Water & Sewer Utility
For the Period Ending January 31, 2025

	Current	Year To Date	Budget	Variance	%
Revenues					
Fees & Charges					
440-110-100 - Water - Residential	122.07	122.07		122.07	
440-200-100 - Sewer - Residential	5.00	5.00		5.00	
Investment Income and Commissions					
470-100-200 - Interest Revenue - Utility	598.40	598.40		598.40	
Total Revenues:	725.47	725.47	0.00	725.47	0.00
Expenditures					
Water & Sewer Expenditures					
580-110-120 - UT - Water - Salaries - Operators	8,773.35	8,773.35		(8,773.35)	
580-120-120 - UT - Water - Benefits - Operators	2,116.06	2,116.06		(2,116.06)	
580-220-100 - UT - Water - CS - Licenses & Permits	166.57	166.57		(166.57)	
580-230-100 - UT - Water - CS - Mileage	440.38	440.38		(440.38)	
580-290-100 - UT - Water - CS - Laboratory Testing	842.70	842.70		(842.70)	
580-300-110 - UT - Water - Heat	321.30	321.30		(321.30)	
580-300-120 - UT - Water - Power	1,008.68	1,008.68		(1,008.68)	
580-300-140 - UT - Water - Telephone	139.54	139.54		(139.54)	
580-450-100 - UT - Water - Chemicals	1,042.28	1,042.28		(1,042.28)	
Total Expenditures:	14,850.86	14,850.86	0.00	(14,850.86)	0.00
Change in Net Financial Assets	(14,125.39)	(14,125.39)	0.00	(14,125.39)	0.00
Operating Surplus/Deficit (Chg in Net Asst)	(14,125.39)	(14,125.39)	0.00	(14,125.39)	0.00

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending January 31, 2025

	Current	Year To Date	Budget	Prior Year Actual
REVENUES				
TAXATION				
Municipal Taxes				
410-130-100 - Discount on Municipal Tax - Property	(1,414.24)	(1,414.24)		(919.88)
	(1,414.24)	(1,414.24)	0.00	(919.66)
Penalties on Tax Arrears				
410-400-210 - Penalty on Mun Taxes Arrears - Property	64.62	64.62		126.04
	64.62	64.62	0.00	126.04
TOTAL TAXATION:	(1,349.62)	(1,349.62)	0.00	(793.62)
FEES AND CHARGES				
Other				
Tax Certificate				
420-800-100 - F&C - Tax Certificate				25.00
	0.00	0.00	0.00	25.00
	0.00	0.00	0.00	25.00
TOTAL FEES AND CHARGES:	0.00	0.00	0.00	25.00
UTILITIES				
Water				
440-110-100 - Water - Residential	122.07	122.07		
	122.07	122.07	0.00	0.00
Sewer				
440-200-100 - Sewer - Residential	5.00	5.00		
	5.00	5.00	0.00	0.00
TOTAL UTILITIES:	127.07	127.07	0.00	0.00
CONDITIONAL GRANTS				
Federal				
450-240-100 - Conditional - Federal - CCBF	4,026.00	4,026.00		
	4,026.00	4,026.00	0.00	0.00
TOTAL CONDITIONAL GRANTS:	4,026.00	4,026.00	0.00	0.00
INVESTMENT INCOME AND COMMISSIONS				
Investment and Income Revenue				
470-100-100 - Interest Revenue - General	974.04	974.04		
470-100-200 - Interest Revenue - Utility	598.40	598.40		
	1,572.44	1,572.44	0.00	0.00
TOTAL INVESTMENT INCOME AND COMMISSIONS:	1,572.44	1,572.44	0.00	0.00
TOTAL REVENUES:	4,375.89	4,375.89	0.00	(768.62)

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending January 31, 2025

Report Date
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	Current	Year To Date	Budget	Prior Year Actual
EXPENDITURES				
GENERAL GOVERNMENT SERVICES				
Wages & Benefits				
Wages				
510-110-110 - GG - Council - Indemnity	1,287.50	1,287.50		1,200.00
	1,287.50	1,287.50	0.00	1,200.00
510-110-230 - GG - Wages - Administrator	3,741.43	3,741.43		1,451.23
	5,028.93	5,028.93	0.00	2,651.23
Benefits				
510-120-110 - GG - Council - Payroll Benefits	18.36	18.36		
	18.36	18.36	0.00	0.00
510-120-230 - GG - Benefits - Administration	594.02	594.02		229.01
510-130-230 - GG - Benefits - Group Insurance	103.64	103.64		
	716.02	716.02	0.00	229.01
	5,744.95	5,744.95	0.00	2,880.24
Professional/Contract Services				
510-200-190 - GG - Cont. - Office Rent	500.00	500.00		500.00
510-230-100 - GG - Cont. - Insurance - General & Bond	22,860.00	22,860.00		2,139.00
510-240-100 - GG - Cont. - Memberships & Subscriptions	17.97	17.97		670.74
510-250-150 - GG - Cont. - Software/Hardware Contracts	395.37	395.37		395.37
510-280-100 - GG - Cont. - Printer Lease/Copies				86.94
510-290-100 - GG - Cont. - Bank Charges	12.00	12.00		33.00
	23,785.34	23,785.34	0.00	3,825.05
Utilities				
510-300-141 - GG - Utility - Cell Phone	120.55	120.55		
	120.55	120.55	0.00	0.00
Maintenance, Material and Supplies				
510-400-110 - GG - M&S - Postage	124.00	124.00		
	124.00	124.00	0.00	0.00
TOTAL GENERAL GOVERNMENT SERVICES:	29,774.84	29,774.84	0.00	6,705.29
PROTECTIVE SERVICES				
FIRE PROTECTION				
Professional/Contractual Services				
525-210-210 - PS Fire Dispatch Services				186.90
525-260-100 - PS - Fire - Contract Other	178.00	178.00		
	178.00	178.00	0.00	186.90
TOTAL FIRE PROTECTION:	178.00	178.00	0.00	186.90
TOTAL PROTECTIVE SERVICES:	178.00	178.00	0.00	186.90
TRANSPORTATION SERVICES				
MAINTENANCE				
Professional/Contractual Services				

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending January 31, 2025

	Current	Year To Date	Budget	Prior Year Actual
530-210-130 - TS - Contract - Snow Removal	2,860.66	2,860.66		1,349.70
	2,860.66	2,860.66	0.00	1,349.70
Utilities				
530-300-110 - TS - Utility - Heat	131.26	131.26		94.78
530-310-100 - TS - Utility - Power - Street Lights	858.17	858.17		
	989.43	989.43	0.00	94.78
TOTAL MAINTENANCE:	3,850.09	3,850.09	0.00	1,444.48
TOTAL TRANSPORTATION SERVICES:	3,850.09	3,850.09	0.00	1,444.48
ENVIRONMENTAL SERVICES				
Professional/Contractual Services				
540-200-110 - EH&W - Cont. - Waste Collection/Disposal	469.40	469.40		334.46
540-200-120 - EH&W - Cont. - Recycle Contract	839.50	839.50		429.70
540-210-300 - EH&W - Cont. - Other Services				2,497.50
540-210-310 - EH&W - Cont. - Waste Bin Monitoring	200.00	200.00		175.00
	1,508.90	1,508.90	0.00	3,436.66
TOTAL ENVIRONMENTAL SERVICES:	1,508.90	1,508.90	0.00	3,436.66
RECREATION AND CULTURAL SERVICES				
Grants and Contributions				
570-500-120 - R&C - Grants - Community Rec Initiative	12,000.00	12,000.00		
	12,000.00	12,000.00	0.00	0.00
TOTAL RECREATION AND CULTURAL SERVICES:	12,000.00	12,000.00	0.00	0.00
TOTAL EXPENDITURES:	47,311.83	47,311.83	0.00	11,773.33
CHANGE IN NET-FINANCIAL ASSETS				
Revenues	4,375.89	4,375.89	0.00	(768.62)
Expenditures	47,311.83	47,311.83	0.00	11,773.33
CHANGE IN NET FINANCIAL ASSETS	(42,935.94)	(42,935.94)	0.00	(12,541.95)
OPERATING SURPLUS/DEFICIT (Chg in Net Asst)	(42,935.94)	(42,935.94)	0.00	(12,541.95)
CHANGE IN GENERAL SURPLUS	(42,935.94)	(42,935.94)	0.00	(12,541.95)

**Resort Village of Elk Ridge
Payment Register**

Report Date
2025-02-13 4:57 PM

Batch: 2025-00002 to 2025-00008

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Bank Code: Bank1 - Main Demand

Payment #	Vendor	Date	Amount
Computer Cheque			
356	CANADA REVENUE AGENCY	2025-01-31	55.48
357	ELK RIDGE RESORT	2025-01-31	12,600.00
358	SASKATCHEWAN PUBLIC SAFETY	2025-01-31	186.90
Total for Computer Cheque:			12,842.38
E-Transfer			
2025-0001	VOID - Should be 2024	2025-01-21	0.00
2025-0002	Gary Provencher	2025-01-09	200.00
2025-0003	ELK RIDGE RESORT	2025-01-17	525.00
2025-0004	MUNISOFT	2025-01-31	415.14
2025-0005	CANADA REVENUE AGENCY	2025-01-31	3,820.00
2025-0006	MINISTRY OF FINANCE	2025-01-31	30,849.31
2025-0007	NELSON, G. RUSSELL	2025-01-31	462.40
2025-0008	AQUIFER GROUP OF COMPANIES	2025-01-31	1,092.98
2025-0009	GREENLAND WASTE DISPOSAL LT	2025-01-31	1,374.33
Total for E-Transfer:			38,539.16
Online Banking			
2025-0002	REV - Sasktel	2025-01-31	0.00
2025-0003	SASKENERGY	2025-01-31	465.78
2025-0004	Saskpower	2025-01-31	1,957.38
2025-0005	Sasktel	2025-01-31	272.38
2025-0006	AFFINITY MASTERCARD	2025-01-31	1,207.21
Total for Online Banking:			3,902.75
CAFT Credit			
202501-01	LAKELAND EXCAVATING SERVICE	2025-01-31	2,999.84
202501-02	AON CANADA INC. - T57048C	2025-01-31	22,860.00
Total for CAFT Credit:			25,859.84
Total for Bank1:			81,144.13

Payments Printed: 19



Look up, look around, Notice Nature!

Box 458
Hafford, SK
www.noticenature.ca

email: noticenaturesk@gmail.com



30 January, 2025

Notice Nature Program

Hello Municipal Council,

The Notice Nature program has developed a series of introductory Saskatchewan species guidebooks, and also an Invasive Species of Saskatchewan spiral bound pocket guide which includes a one page spread for each of the prohibited, noxious, nuisance, and some additional unregulated weeds of SK. This book is intended for weed inspectors, councilors, land managers, and citizen scientists. We are reaching out to confirm orders for these books. In addition to the spiral bound 4x6" Invasive Species pocket guide we produced a smaller (20 common species) Identification Guide to Invasive Species of Saskatchewan.

Cost per book:

\$10/book - Pocket Guide - All SK designated weeds included.

\$3/book - ID Guides; Invasive Plants, Birds, Insects and Spiders, Species at Risk, Plants, Trees and Shrubs, Mammals. (Crops, Farm Animals, Pollinators, Wetland Wildlife coming spring 2025)

We are additionally requesting sponsorship of the Notice Nature Program. This program is in its fifth year of delivery and this year it is going provincial. Notice Nature is focused on supporting the development of our future land and water stewards. The program is distributed for free across Saskatchewan through participating public libraries. Schools can order Notice Nature kits and participate in the Notice Nature challenge as a class and include the community in their challenge to complete 300 nature loving activities/ observations. Last year there were over 8,000 Notice Nature Passports distributed and over 20,000 recognition items, this year that number is expected to double. This program depends on sponsorship.

We are asking all Villages in Saskatchewan that are able to sponsor this program to please approve \$250 Sponsorship.

All Sponsoring Municipalities will receive:

- Logo recognition on the noticenature.ca website
- Individual recognition in a social media post tagged to your social media



Thank you for your consideration in supporting this project. Please feel welcome to print and display the included poster in your office/community.

Sincerely,

Alana Gunsch
306 292 8987

Notice Nature Team
The North Saskatchewan River Basin Council|

www.noticenature.ca





Notice Nature

Supporting the development of Saskatchewan's future leaders in land and water stewardship.



Collect the guidebook series!



2025 Notice Nature Challenge!

400 nature loving activities and observations to pick from
Work together to become Notice Nature Masters!

- Fun
- Inclusive
- Educational
- Engaging
- Active
- Diverse



Get started!

www.noticenature.ca

