

Resort Village of Elk Ridge
Agenda
January 21, 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 Agenda – January 21, 2025
- 3. Adoption of Minutes:**
 - 3.1 Regular Meeting Minutes – December 17, 2024
- 4. Declaration of Conflict of Interest:**
- 5. Delegations Scheduled:**
 - 5.1 Elk Ridge Resort (Kari Bryson/Kunal Thakur)
- 6. Public Hearings:**
- 7. Public Acknowledgements:**
- 8. Business Arising from Minutes:**
 - 8.1 Fire Agreement
 - 8.2 Emergency Plan (6 documents)
 - 8.3 Staffing Plan – data to review
- 9. New Business:**
 - 9.1
 - 9.2
- 10. Motions:**
- 11. Utility Report:**
 - 11.1 Utility Report
 - 11.2 Utility Financial Statement
 - 11.3 Utility Funds December 31, 2024
- 12. Administration Reports:**
 - 12.1 Administrator Report
- 13. Financial Report**
 - 12.1 Detailed Financial Report, Bank Reconciliation, Payments Register,
- 14. Reading of Bylaw(s):**

15. Notice of Motion:

16. Inquiries:

17. In camera:

16.1 Resort Village of Elk Ridge Strategic Plan Report

16.2 Resort Village of Elk Ridge Operations Plan Report

18. Information Items/Correspondence:

19. Adjournment



**Resort Village of Elk Ridge
Regular Meeting Minutes Council
December 17, 2024**

Regular meeting of Council held on Tuesday December 17, 2024 at 4:30 p.m. at Elk Ridge Resort lodge.

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

CAO Michele Bonneau

Delegations Clint Austin, Scott Nesbitt

1. Oath of Office

1.1 Form A – Oath of Office – Daniel Levesque

2. CALL TO ORDER

Mayor Smith-Windsor called this regular meeting of the Council to order at 4:35 pm

3. APPROVAL OF AGENDA

2024-264 SCHWEHR: That the agenda be adopted.
ARCHER: Seconded the motion

CARRIED

4. ADOPTION OF MINUTES

2024-265 4.1 Regular Meeting Minutes – November 12, 2024
ARCHER: That the minutes of the November 12, 2024 Regular Council Meeting be adopted as presented.
HALL: Seconded the motion

CARRIED

2024-266 4.2 Special Meeting – December 6, 2024
ARCHER: That the minutes of the December 6, 2024 Special Council Meeting be adopted as amended by the replacing the word “with” with “including” in motion 2024-255.

Revised 2024-255:

That Council enter into an agreement with Associated Engineering to execute Phase 1 – Preliminary Design including investigation into membrane filtration technologies to begin December 9, 2024.

SCHWEHR: Seconded the motion

CARRIED

2024-267 4.3 Special Meeting – December 13-14, 2024

HALL: That the minutes of the December 13/14, 2024 Special Council Meeting be adopted as presented.

SCHWEHR: Seconded the motion

CARRIED

5. DECLARATION OF CONFLICT OF INTEREST

6. DELEGATIONS

2024-268

6.1 Transition Project – Close Out Report (Clint Austin)

SMITH-WINDSOR: That Council dissolves the Transition Steering Committee.

SCHWEHR: Seconded the motion

CARRIED

6.2 Elk Ridge Estates Condo Corp. (Clint Austin & Scott Nesbitt)

6.2.1 2025 Pavement and Repair Contract (Precision Paving)

- Council will review option and determine work done by Ross Hewett
- Response required on or before January 21, 2025 Regular meeting.

6.2.2 Partnership with Elk Ridge Estates for gravel & road repair

- Council will review this option for repairs to Elk Ridge Place

6.2.1 Development Bylaws

- CAO will research other jurisdictions with similar condo corp/municipal development bylaws

6.2.4 Emergency road access options

- Council will review the draft Emergency Measures Plan to determine next steps

7. PUBLIC HEARINGS

8. PUBLIC ACKNOWLEDGEMENTS

8.1 **Elk Ridge Resort**

That Council wishes to express their gratitude to Elk Ridge Resort for the provision of meeting space in 2024. In addition, Elk Ridge was very accommodating when changes needed to be made at very short notice. In 2024, Council held 18 meetings of Council and a training session that Elk Ridge Resort provided meeting space for at no cost to the Resort Village.

9. BUSINESS ARISING FROM MINUTES

10. NEW BUSINESS

2024-249

10.1 **Calendar of 2025 Regular Meetings of Council**

ARCHER: That Council set the 2025 Regular Council meetings as follows:

January 21, 2025	May 20, 2025		
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21-Jan-25	20-May-25	16-Sep-25
18-Feb-25	17-Jun-25	21-Oct-25
18-Mar-25	15-Jul-25	18-Nov-25
15-Apr-25	19-Aug-25	16-Dec-25

at 4:30 pm at Elk Ridge Lodge.
SCHWEHR: Seconded the motion

CARRIED

10.2 **Board of Revision and Develop Appeals Board**

2024-250

SMITH-WINDSOR: That pursuant to Subsection 220(1) of The Municipalities Act, the RESORT VILLAGE OF ELK RIDGE appoints Western Municipal Consulting Ltd. to manage the **Board of Revision** process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh.

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

ARCHER: Seconded the motion

CARRIED

2024-251

SMITH-WINDSOR: That pursuant to Subsection 221(1) of The Municipalities Act, the RESORT VILLAGE OF ELK RIDGE appoints Kara Lindal with Western Municipal Consulting Ltd. as **Secretary to the Board of Revision** for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

ARCHER: Seconded the motion

CARRIED

2024-252

SMITH-WINDSOR: That pursuant to Subsection 214(1) of The Planning and Development Act, 2007, the RESORT VILLAGE OF ELK RIDGE appoints Western Municipal Consulting Ltd. to manage the **Development Appeals Board** process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh.

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

ARCHER: Seconded the motion

			CARRIED
2024-253		SMITH-WINDSOR: That pursuant to Subsection 216(3)(a) of The Planning and Development Act, 2007, the RESORT VILLAGE OF ELK RIDGE appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing. ARCHER: Seconded the motion	
			CARRIED
2025-254	10.3	Investments SCHWEHR: That Council invest \$300,000 in a 6-month term and \$380,000 in a 2-year term of the funds transferred from Elk Ridge Utility. HALL: Seconded the motion.	
			CARRIED
	11.	MOTIONS	
	12.	UTILITY REPORT – Russell Nelson and Terri Kowbel-Nesbitt	
2024-255	12.1	ARCHER: That the Utility Staff’s Report be accepted as presented. HALL: Seconded the motion	
			CARRIED
	13.	ADMINISTRATION REPORT	
2024-256	13.1	ARCHER: That the Administrator’s Report be accepted as presented. HALL: Seconded the motion	
			CARRIED
	14.	FINANCE REPORT	
2024-257	14.1	LEVESQUE: That the Statement of Financial Activities, Water & Utility Financial Statement and List of Accounts be accepted and filed. HALL: Seconded the motion	
			CARRIED
	15.	READING OF BYLAWS	
	16.	NOTICE OF MOTION January 21, 2025 Meeting	
		- Fire Agreement - Emergency Plan - Staffing Plan	
	17.	INQUIRIES	
	18.	IN-CAMERA	

- 2024-258 SCHWEHR: That Council move to an in-camera session to discuss Consulting Services in the New Year and the Community Vision, Mission and Values developed at Strategic Planning meeting on December 13-14, 2024 at 7:24 pm.
ARCHER: Seconded the motion
CARRIED
Present: Mayor Smith-Windsor; Councillors Archer, Hall, Schwehr and Levesque; CAO and Clint Austin.
7:54 pm – Clint Austin left the in-camera meeting.
Present: Mayor Smith-Windsor, Councillors Archer, Hall, Schwehr and Levesque; CAO
- 2024-259 HALL: That Council reconvenes to Regular Council Meeting at 8:16 p.m.
LEVESQUE: Seconded the motion
CARRIED
Present: Mayor Smith-Windsor; Councillors Archer, Hall, Schwehr and Levesque; CAO
- 2024-260 SMITH-WINDSOR: That Council adopt in principle the vision, mission and values developed by Council on December 13/14. 2024. (Attached)
SCHWEHR: Seconded the motion
CARRIED

19. INFORMATION ITEMS/CORRESPONDENCE

20. ADJOURNMENT

- 2024-261 ARCHER: That this meeting now be adjourned at 8:18 p.m.
HALL: Seconded the motion
CARRIED

Mayor Margaret Smith-Windsor

CAO Michele Bonneau

AGREEMENT TO PROVIDE FIRE SERVICES

This Agreement made this _____ day _____, 20_____

BETWEEN:

RESORT VILLAGE OF ELK RIDGE
(hereinafter referred to as the "Municipality")
PARTY OF THE FIRST PART

- and -

LAKELAND & DISTRICT CO-OPERATIVE VOLUNTEER FIRE DEPARTMENT
(hereinafter referred to as the "Fire Department")
PARTY OF THE SECOND PART

WHEREAS:

- A. The Municipality is desirous of obtaining fire-suppression services to be provided with respect to fires originating or burning within the boundaries of the Municipality;
- B. The Fire Department is prepared to provide fire-suppression services for the Municipality on the terms and conditions set forth in this Agreement.

NOW THEREFORE, this Agreement witness that in consideration of the mutual terms, covenants and agreement herein contained, the Municipality and the Fire Department agree as follows:

1.0 Services to be Provided

- 1.1 The Fire Department covenants and agrees to provide the Municipality with the fire-suppression services with respect to fires originating or burning within the Resort Village of Elk Ridge municipal boundaries recognizing the participation of the Saskatchewan Public Safety Agency in the Northern Provincial Forest. Fire-suppression services shall mean a company of firefighters ready to respond in order to control and extinguish fires and includes:
 - a. travelling to, preparing for and returning from a fire;
 - b. repairing and maintaining firefighting equipment;
 - c. any other activities that are necessarily incidental to controlling and extinguishing a fire.
- 1.2 That at all times during the term of this Agreement, the Fire Department will provide emergency response services efficiently and continuously, providing a twenty-four (24) hour

1.0 Services to be Provided (Continued)

per day, seven (7) day per week service — with the Fire Department providing all necessary equipment, vehicles and personnel necessary to respond to all requests, as indicated, for structural fire-suppression, vehicle fire-suppression, wildland fire-suppression, vehicle extrication, water/ice rescue services and disaster response services within the Municipality.

2.0 Indemnity and Insurance

- 2.1 The Fire Department agrees to assume all risk of loss and agrees to indemnify and save harmless the Municipality, its' officials, employees, personnel, or agents from and against all claims, demands, actions, causes of actions, damages whatsoever arising and costs, including solicitor/client costs and party costs, which may be brought by any person, firm or corporation, for any matter, injury, death or loss whatsoever suffered or alleged to be suffered in any manner arising from or in any way connected with the performance of services under this contract howsoever occasioned or occurred whether by negligence, carelessness or any other cause.
- 2.2 Without limiting the generality of Clause 2.1, it is specifically understood that the personnel engaged by the Fire Department are in no way to be considered employees or agents of the Municipality and the Fire Department is solely liable for the actions of the personnel that it employs or uses and that the Fire Department is solely liable for any injuries suffered by any personnel that it employs or uses and that the Fire Department will have Workers' Compensation benefits or other insurance in respect to injuries to any personnel that it employs or uses.
- 2.3 The Fire Department shall arrange, pay for and maintain in full force and effect during the term of this Agreement, public liability and property damage insurance, in the amount of \$5,000,000.00, which shall protect the Municipality against all claims for all damages or injury, including death to any person or persons, and for damages to any property of the Municipality or any other public and private property resulting from the performance of the services pursuant to this Agreement, and the Fire Department shall provide an original insurance policy or a certified copy thereof for inspection by the proper officials of the Municipality. If the Fire Department shall fail to pay any renewal or premiums, the Municipality shall be at liberty to pay such premiums and deduct the amounts from any monies due to the Fire Department under this Agreement.

3.0 Compensation

- 3.1 The Municipality agrees to levy each year a fee to provide fire suppression services on every residence, business or property with improvements.
- 3.2 For the year 2025 and subsequent years, the levy referred to in Section 3.1 shall be \$100.00 per year.

3.0 Compensation (Continued)

- 3.3 The Municipality agrees to pay the Fire Department for all services provided by the Fire Department for the total amount of the levy each year under Section 3.1. The Municipality agrees to make payments to the Fire Department based on the total levy for the year with final payment due by December 15th of that year.
- 3.4 The Fire Department acknowledges that the foregoing payments to be made pursuant to this Agreement are inclusive of Goods and Services Tax and any other applicable Federal or Provincial Taxes. The Fire Department will be liable and agrees to remit the Goods and Services Tax and any other applicable Federal and Provincial tax in respect to the payments it receives for fire-suppression services.
- 3.5 Any change to the levy outlined in Section 3.2 must be agreed upon by each Party by December 1st of the year preceding the year the change is to take effect.

4.0 General

- 4.1 Notwithstanding the date this Agreement is signed by the respective Parties, the effective date this Agreement shall come into force shall be January 1, 2025 for the calendar year.
- 4.2 It is understood and agreed that this Agreement shall be continuous but the Agreement may be terminated by either Party to the Agreement by giving twelve (12) months' notice in writing to the other Party. Payments to be made and services to be rendered hereunder shall be made and rendered to date of such termination and shall therein cease. The Municipality shall not, in any way, be liable for loss suffered by the Fire Department as a result of such termination.
- 4.3 The Parties hereto agree that the officials, employees, personnel, volunteers, or agents of one Party shall not have authority to act as agent for the other Party.
- 4.4 Each of the provisions herein are severable from any other provision and the invalidity or the enforceability of any or one or more of the provisions of this Agreement shall not affect the validity or enforceability of the remaining provisions.
- 4.5 This Agreement represents the entire understanding and agreement between the Parties hereto and supersedes all prior negotiations and agreements between the Parties. In the event of any conflict between the language of this Agreement and the language of any other existing Agreement between the Parties, the language of this Agreement shall prevail. No modification, variation, waiver, amendment or termination by mutual consent of this Agreement shall be effective unless such action is taken in writing and executed by both Parties hereto.
- 4.6 No departure or waiver of the terms of this Agreement shall be deemed to authorize any prior or subsequent departure or waiver and the Municipality shall not be obligated to continue in any departure or waiver or permit subsequent departure or waiver.

4.0 General (Continued)

- 4.7 This Agreement or any part thereof shall not be assignable by either Party.
- 4.8 It is expressly understood and agreed that reference to individuals in this Agreement shall include corporations, executors, administrators, successors, and permitted assigns, and references in the singular number shall include the plural number, and reference in the masculine gender shall include the feminine gender or the neutral gender, whenever the context so requires.

RESORT VILLAGE OF ELK RIDGE

Mayor

SEAL

Administrator

**LAKELAND & DISTRICT CO-OPERATIVE
VOLUNTEER FIRE DEPARTMENT**

Sandra Thompson, President

SEAL

Karla Ens, Secretary/Treasurer

DECISION ITEM

Subject	Municipal Revenue Sharing Grant
Council Meeting Date Presented:	January 21, 2025
Agenda Item:	9.1
Prepared By:	CAO

BACKGROUND:

Municipalities are required to meet eligibility requirements to receive their Municipal Revenue Sharing (MRS) grant. The six eligibility requirements are as follows:

1. Submission of the Audited Annual Financial Statement to the ministry;
2. Submission of the Public Reporting on Municipal Waterworks to the ministry;
3. In Good Standing with respect to the reporting and remittance of Education Property Taxes;
4. Adoption of a Council Procedures Bylaw; **(Bylaw 16-2022)**
5. Adoption of an Employee Code of Conduct; **(Bylaw 15-2022)** and
6. All members of council have filed and annually updated their Public Disclosure Statements, as required by legislation.

Municipalities must **annually report their compliance** with the eligibility requirements to the Ministry of Government Relations (ministry) by completing an online Declaration of Eligibility (declaration).

RECOMMENDATION:

Motion: That the Council of the Resort Village of Elk Ridge confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:

1. *The municipality has remitted our 2023 Audited Financial Statements to the Ministry of Government Relations;*
2. *The municipality did not run a Municipal Waterworks System in 2023;*
3. *In Good Standing with respect to the reporting and remittance of Education Property Taxes;*
4. *Adoption of a Council Procedures Bylaw;*
5. *Adoption of an Employee Code of Conduct; and*
6. *All members of council have filed and annually updated their Public Disclosure Statements, as required;*

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Respectfully Submitted by: Michele Bonneau, CAO

DECISION ITEM

Subject	Staffing Plan
Council Meeting Date Presented:	January 21, 2024
Agenda Item:	
Prepared By:	

BACKGROUND:	Motions of Council:	Council Meetings:
	2022 – 318	2022 – 19
	2023 – 251	2023 – 19
	2024 – 261	2024 – 18
	Receipts:	Payments:
	2022 – 426	2022 – 209
	2023 – 430	2023 – 201
	2024 – 590	2024 – 251
	Staff:	Staff hours 2025:
	2022 – 1	CAO – 24 hrs/week
	2023 – 1	Utility Manager – 33 hours/week
	2024 – 3	Utility Operator – 21 hours/week

RECOMMENDATION:
Data to ponder ahead of the strategic planning review.

Respectfully Submitted by: Michele Bonneau, CAO

Elk Ridge Utility Dec / January 2025 Report

Operations:

- Michele signed off LOGS for Dec 2014, day to day operations in compliance
- Sand Filter for WTP all parts have been acquired and will be installed, WSA approved
- Will have 5 years of recorded LOGS, Water usage, Water Rights License, Consumer report for Admin office for Jan 31st, 2025
- Baker Tilley will have Utility Ltd files by Jan 15th

Capitol Projects:

- Sand filter parts all arrived and to be installed, WSA approved: need assistant
- Installed new DDA value \$3,300.00 chlorine dosing machine
- Pricing out remote meter readers and installation

Budget:

- No one from council has contacted the utility operations staff to discuss a 2025 budget. We have reviewed previous budgets and have identified several required amendments. A budget recommendation to follow.
- Pricing remote meter readers and installation.

New Business:

- Would like approval to hire Glen Weibe as a relief operator
- Purchasing a portable shed, aluminum to shelter generator at lift 2 \$400.00-500.00

Standing Issues:

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

RESORT VILLAGE OF ELK RIDGE
Water & Sewer Utility
For the Period Ending December 31, 2024

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
Revenues					
Fees & Charges					
440-110-100 - Water - Residential	43,026.70	116,628.91		116,628.91	
440-130-100 - Water - Commercial	14,185.28	42,911.40		42,911.40	
440-140-100 - Water - Connection Fees		200.00		200.00	
440-200-100 - Sewer - Residential	394.55	394.55		394.55	
440-230-100 - Sewer - Commercial	1,028.93	1,028.93		1,028.93	
Investment Income and Commissions					
470-100-200 - Interest Revenue - Utility	1,503.95	1,814.31		1,814.31	
Total Revenues:	60,139.41	162,978.10	0.00	162,978.10	0.00
Expenditures					
Water & Sewer Expenditures					
580-110-120 - UT - Water - Salaries - Operators	13,843.88	18,470.76		(18,470.76)	
580-120-120 - UT - Water - Benefits - Operators	3,737.20	4,857.30		(4,857.30)	
580-200-110 - UT - Water - Legal Fees		18,590.91	37,945.00	19,354.09	51.01
580-220-100 - UT - Water - CS - Licenses & Permits	166.78	666.78		(666.78)	
580-230-100 - UT - Water - CS - Mileage	220.18	220.18		(220.18)	
580-240-100 - UT - Water - CS - General Insurance	2,754.00	2,754.00		(2,754.00)	
580-290-100 - UT - Water - CS - Laboratory Testing	344.09	344.09		(344.09)	
580-300-110 - UT - Water - Heat	599.17	599.17		(599.17)	
580-300-120 - UT - Water - Power	1,439.42	3,279.84		(3,279.84)	
580-300-140 - UT - Water - Telephone	209.74	344.03		(344.03)	
580-400-110 - UT - Water - M&S - Stationery/Supply	281.92	281.92		(281.92)	
580-430-100 - UT - Water - Materials & Supplies	160.33	160.33		(160.33)	
580-430-130 - UT - Water - Mats & Suppl - WTP	9,800.23	9,800.23		(9,800.23)	
580-440-110 - UT - Water - Small Tools & Equipment	211.99	211.99		(211.99)	
580-450-100 - UT - Water - Chemicals	879.37	2,007.03		(2,007.03)	
585-285-130 - UT - Sewer - Cont Repairs - Lagoon	2,500.00	2,500.00		(2,500.00)	
Total Expenditures:	37,148.30	65,088.56	37,945.00	(27,143.56)	71.53-
Change in Net Financial Assets	22,991.11	97,889.54	(37,945.00)	135,834.54	357.98
Operating Surplus/Deficit (Chg in Net Asst)	22,991.11	97,889.54	(37,945.00)	135,834.54	357.98

Client:	<u>Resort Village of Elk Ridge</u>	Date:	<u>January 16, 2025</u>
Client Contact:	<u>Michele Bonneau</u>	Report No.:	<u>01</u>
Project Name:	<u>WTP Upgrades</u>	Report Period:	<u>December 9, 2024 to January 16, 2025</u>
Project No.:	<u>2024-4199</u>		

1	WORK COMPLETED
<p>This report period Associated Engineering (AE) has completed the following:</p> <ul style="list-style-type: none"> On December 12, 2024 AE completed an on-site inspection of the Water Treatment Plant (WTP) to meet operations staff, familiarize themselves with the WTP, and assess the condition of the infrastructure. AE has gathered and completed a review of the available record information. Hardcopy record drawings acquired from the WTP Operators have been digitized and are scheduled to be returned on January 23, 2025. 	
2	ACTIVITIES IN PROGRESS
<p>Preparation of a Treatment Options Technical Memorandum is currently underway. This memo is being prepared to outline potential treatment upgrade options for consideration by the Resort Village of Elk Ridge. The memo will discuss advantages, disadvantages, and relative costs for each option; thereby, enabling the Resort Village of Elk Ridge to select the preferred option to proceed into Preliminary Design.</p>	
3	ANTICIPATED WORK
<p>The following work is anticipated:</p> <ul style="list-style-type: none"> AE will finalize the Treatment Options Technical Memorandum and submit to the Resort Village of Elk Ridge by February 12, 2025. Following submission of the Treatment Options Technical Memorandum, AE will meet with the Resort Village of Elk Ridge to review the memo. Upon receipt of direction from the Resort Village of Elk Ridge, AE will commence Preliminary Design for the selected treatment option. 	
4	ISSUES, COMMENTS, CONCERNS
<p>No issues, comments, or concerns to note currently.</p>	
5	SCOPE CHANGES IN THE WORK
<p>No changes in the scope of work are currently anticipated.</p>	
6	APPROVED SCOPE ADJUSTMENT
<p>No requests for scope adjustment have been submitted to date.</p>	

Prepared by:	Josh Yohnke, P.Tech.
Title:	Project Manager

ADMINISTRATORS'S REPORT - January 21, 2025

<u>Date</u>	<u>ADMINISTRATION HIGHLIGHTS:</u>
	- Arrears (2023 taxes) \$844.82, Arrears (2024 taxes) \$14,413.82
	- camera - still a work in progress - suspended SIM card until ready to install
	- Utility billing sent out on Schedule Dec 31/24 (Estates - no readings, just 2/3 of base amt)
	- working with Utility staff to ensure benefit plans are in place
	- Not anticipating any issues with School tax reconciliation and CRA reconciliation
<u>Date</u>	<u>MINUTES FOLLOW UP</u>
	- working on Mailchimp - updating addresses
<u>Date</u>	<u>OFFICE NOTES</u>
	- Email went out to community members with Utility updates - December 24, 2024
	- Council may wish to revisit this process with HMC Management for \$6825.00
<u>Date</u>	<u>HR/Personell NOTES</u>
	- plan to put up a posting regarding a p/t position at the Utility
	- working with Utility staff regarding collection of utility bills
<u>Date</u>	<u>GRANT UPDATES/UPCOMING</u>
	- All public disclosure statements signed
<u>Date</u>	<u>RATEPAYER CONCERNS</u>
	- some concern was raised regarding lack of meter reads in the Estates in December

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

	Current	Year To Date	Budget	Prior Year Actual
REVENUES				
TAXATION				
Municipal Taxes				
410-110-100 - General Municipal Levy		309,586.40	309,107.00	268,930.08
410-120-100 - Abatements and Adjustments			(500.00)	(97.14)
410-130-100 - Discount on Municipal Tax - Property		(2,413.42)	(5,000.00)	(4,488.13)
410-130-190 - Discount on Municipal Tax - Other				(61.58)
	0.00	307,172.98	303,607.00	264,283.23
Penalties on Tax Arrears				
410-400-110 - Penalty on Mun Taxes Current - Property	132.18	1,011.43	1,500.00	1,613.88
410-400-210 - Penalty on Mun Taxes Arrears - Property	9.74	999.74	730.00	730.58
	141.92	2,011.17	2,230.00	2,344.42
Special Municipal Levy				
410-800-100 - Special Municipal Levy - Fire				19,000.00
410-810-100 - Special Municipal Levy - Sanitation				11,940.00
	0.00	0.00	0.00	30,940.00
Other				
410-900-100 - Other	46.23	46.23		
	46.23	46.23	0.00	0.00
TOTAL TAXATION:	188.15	309,230.38	305,837.00	297,567.65
FEES AND CHARGES				
Rentals				
420-300-100 - F&C - Rentals - Buildings		580.65		
	0.00	580.65	0.00	0.00
Other				
Tax Certificate				
420-800-100 - F&C - Tax Certificate		500.00	500.00	500.00
	0.00	500.00	500.00	500.00
General Office Services Provided				
420-800-200 - F&C - General Office Services Provided	250.00	325.00		
	250.00	325.00	0.00	0.00
Other				
421-100-300 - F & C - Licenses - RV Park Site Fee	(22,920.00)			
	(22,920.00)	0.00	0.00	0.00
	(22,670.00)	825.00	500.00	500.00
TOTAL FEES AND CHARGES:	(22,670.00)	1,405.65	500.00	500.00
MAINTENANCE AND DEVELOPMENT CHARGES				
Development Charges				
430-200-100 - M&D - Building/Development Permits	4,500.00	9,337.54	6,000.00	6,517.00

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Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
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	Current	Year To Date	Budget	Prior Year Actual
	4,500.00	9,337.54	6,000.00	6,517.00
Public Reserve				
430-400-100 - M & D - RV Park fees	22,920.00	22,920.00	23,600.00	24,615.00
	22,920.00	22,920.00	23,600.00	24,615.00
TOTAL MAINTENANCE AND DEVELOPMENT CHARGE	27,420.00	32,257.54	29,600.00	31,132.00
UTILITIES				
Water				
440-110-100 - Water - Residential	43,026.70	116,628.91		
440-130-100 - Water - Commercial	14,185.28	42,911.40		
440-140-100 - Water - Connection Fees		200.00		
440-190-900 - Water - Other Revenue				16,306.38
	57,211.98	159,740.31	0.00	16,306.38
Sewer				
440-200-100 - Sewer - Residential	394.55	394.55		
440-230-100 - Sewer - Commercial	1,028.93	1,028.93		
	1,423.48	1,423.48	0.00	0.00
TOTAL UTILITIES:	58,635.46	161,163.79	0.00	16,306.38
UNCONDITIONAL TRANSFERS				
Unconditional Transfers				
450-110-100 - Unconditional - (Revenue Sharing)		38,553.00	38,553.00	33,917.00
	0.00	38,553.00	38,553.00	33,917.00
TOTAL UNCONDITIONAL TRANSFERS:	0.00	38,553.00	38,553.00	33,917.00
CONDITIONAL GRANTS				
Local				
450-400-100 - Conditional - Local - MMSW	462.99	1,837.32	2,000.00	1,857.45
450-420-100 - Conditional - Local - SK Lott/Comm Grant		975.00	975.00	
	462.99	2,812.32	2,975.00	1,857.45
TOTAL CONDITIONAL GRANTS:	462.99	2,812.32	2,975.00	1,857.45
CAPITAL ASSET PROCEEDS				
Capital Asset Proceeds				
460-250-600 - R&C Capital conditional grant		410,000.00		
460-260-100 - UT - Land Sales - Gain/Loss	(6,139.99)	953,873.19		
	(6,139.99)	1,363,873.19	0.00	0.00
TOTAL CAPITAL ASSET PROCEEDS:	(6,139.99)	1,363,873.19	0.00	0.00
INVESTMENT INCOME AND COMMISSIONS				
Investment and Income Revenue				
470-100-100 - Interest Revenue - General	1,083.29	36,163.45	29,120.00	13,855.57
470-100-200 - Interest Revenue - Utility	1,503.95	1,814.31		
	2,567.24	37,977.76	29,120.00	13,855.57
TOTAL INVESTMENT INCOME AND COMMISSIONS:	2,567.24	37,977.76	29,120.00	13,855.57

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	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Prior Year Actual</u>
OTHER REVENUES				
Other Revenue				
480-900-900 - Miscellaneous Revenue		7,417.29		
	0.00	7,417.29	0.00	0.00
TOTAL OTHER REVENUES:	0.00	7,417.29	0.00	0.00
TOTAL REVENUES:	60,463.85	1,954,690.92	406,585.00	395,136.05

Resort Village of Elk Ridge
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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	2,034.27	14,889.11	16,000.00	10,387.11
	2,034.27	14,889.11	16,000.00	10,387.11
510-110-230 - GG - Wages - Administrator	4,713.52	35,250.85	45,000.00	31,211.29
510-110-530 - GG - Wages - Other			1,000.00	50.00
	6,747.79	50,139.96	62,000.00	41,648.40
Benefits				
510-120-110 - GG - Council - Payroll Benefits	55.99	112.99		
	55.99	112.99	0.00	0.00
510-120-230 - GG - Benefits - Administration	890.87	5,861.85	9,000.00	
510-130-230 - GG - Benefits - Group Insurance	155.46	880.94		1,014.98
510-130-231 - GG - Benefits - CPP				1,674.78
510-130-232 - GG - Benefits - EI				704.78
510-130-233 - GG - Benefits - Superannuation				2,354.22
510-130-234 - GG - Benefits - Worker Compensation		668.69	400.00	169.10
510-150-530 - GG - Benefits - Other	29.87	29.87		
	1,132.19	7,554.34	9,400.00	5,917.86
	7,879.98	57,694.30	71,400.00	47,566.26
Professional/Contract Services				
510-200-110 - GG - Cont. - Legal		105.98	5,000.00	156.80
510-200-130 - GG - Cont. - Audit/Accounting		13,396.20	9,000.00	11,467.19
510-200-150 - GG - Cont. - Assessment - SAMA		5,655.00	5,655.00	6,537.00
510-200-170 - GG - Cont. - Advertising	144.30	765.18	1,000.00	126.04
510-200-190 - GG - Cont. - Office Rent	500.00	6,000.00	6,000.00	6,000.00
510-210-120 - GG - Cont. - Council - Mileage		160.60	1,500.00	399.28
510-210-140 - GG - Cont. - Council Hotel/Meals/Parking	292.56	465.20	3,500.00	
510-210-150 - GG - Cont. - Council - Workshops/Meeting	115.20	115.20	1,000.00	40.00
510-210-160 - GG - Cont. - Admin Mileage		472.60	1,000.00	239.54
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	2,341.18
510-230-100 - GG - Cont. - Insurance - General & Bond		2,762.00	2,500.00	1,529.00
510-240-100 - GG - Cont. - Memberships & Subscriptions	35.94	3,697.11	2,500.00	895.59
510-250-150 - GG - Cont. - Software/Hardware Contracts	395.37	16,702.20	14,050.00	4,782.02
510-250-200 - GG - Cont. - Public Relations			2,000.00	1,246.56
510-260-100 - GG - Cont. - Tax Enforcement/Collection			1,000.00	
510-260-150 - GG - Cont. - Elections		600.00	2,500.00	
510-280-100 - GG - Cont. - Printer Lease/Copies	129.20	927.27	1,200.00	912.27
510-280-130 - GG - Cont. - Transition Committee 2021				4,612.00
510-280-150 - GG - Cont. - Mentoring	779.10	6,015.40	7,400.00	5,777.00
510-280-160 - GG - Cont - Mentor Mileage				567.30
510-280-170 - GG - Cont. - Assessment Appeals	472.50	945.00	600.00	
510-290-100 - GG - Cont. - Bank Charges	60.75	315.75	200.00	524.26
	2,924.92	60,055.97	70,105.00	48,173.03
Utilities				

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	Current	Year To Date	Budget	Prior Year Actual
510-300-140 - GG - Utility - Internet		107.38	200.00	125.55
510-300-141 - GG - Utility - Cell Phone	126.51	1,099.86	1,300.00	1,202.38
	126.51	1,207.24	1,500.00	1,327.93
Maintenance, Material and Supplies				
510-400-110 - GG - M&S - Postage		683.40	1,000.00	760.52
510-410-140 - GG - M&S - Office Supplies	21.19	600.35	3,000.00	2,359.93
510-440-100 - GG - M&S - Data Processing Supplies	477.00	856.00		
510-450-100 - GG - M&S - Election Supplies		148.57		
510-490-110 - GG - Maint. - Other Supplies				185.02
	498.19	2,268.32	4,000.00	3,305.47
Grants and Contributions				
510-500-110 - GG - Grants and Contributions	500.00	500.00	1,000.00	500.00
	500.00	500.00	1,000.00	500.00
Other				
510-900-110 - GG - Other	14.00	142.74	500.00	6,623.54
	14.00	142.74	500.00	6,623.54
TOTAL GENERAL GOVERNMENT SERVICES:	11,943.60	121,868.57	148,505.00	107,496.23
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		26,900.00	3,000.00	555.00
525-210-200 - PS Fire Contract Services			25,000.00	24,400.00
525-210-210 - PS Fire Dispatch Services		186.90	250.00	231.00
	0.00	27,086.90	28,250.00	25,186.00
TOTAL FIRE PROTECTION:	0.00	27,086.90	28,250.00	25,186.00
TOTAL PROTECTIVE SERVICES:	0.00	35,574.02	37,750.00	30,303.08
TRANSPORTATION SERVICES				
MAINTENANCE				
Professional/Contractual Services				
530-210-110 - TS - Contract - Mowing		6,029.59	7,500.00	3,672.50
530-210-120 - TS - Contract - Street Sweeping		7,774.46	6,500.00	6,358.94
530-210-130 - TS - Contract - Snow Removal	349.80	14,904.12	20,000.00	17,010.49
530-210-140 - TS - Contract - Line Painting			1,500.00	
530-210-150 - TS - Contract - Road Maintenance	(36,570.00)	1,103.73		
	(36,220.20)	29,811.90	35,500.00	27,041.93

Resort Village of Elk Ridge
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	Current	Year To Date	Budget	Prior Year Actual
Utilities				
530-300-110 - TS - Utility - Heat	279.20	1,096.12	1,500.00	394.00
530-300-120 - TS - Utility - Power		551.56	1,200.00	209.09
530-310-100 - TS - Utility - Power - Street Lights	849.29	10,200.17	12,000.00	10,504.85
	1,128.49	11,847.85	14,700.00	11,107.94
Maintenance, Materials & Supplies				
530-470-100 - TS - M&S - Road/Street Signs			500.00	
	0.00	0.00	500.00	0.00
Contribution to Reserve Fund				
530-600-699 - TS - Amortization - Infrastructure				12,307.00
Total Contribution to Reserve Fund:	0.00	0.00	0.00	12,307.00
TOTAL MAINTENANCE:	(35,091.71)	41,659.75	50,700.00	50,456.87
CONSTRUCTION				
Capital Expenditures				
535-600-699 - TS-Const - Amort-Infrastructure			6,037.00	
	0.00	0.00	6,037.00	0.00
TOTAL CONSTRUCTION:	0.00	0.00	6,037.00	0.00
TOTAL TRANSPORTATION SERVICES:	(35,091.71)	41,659.75	56,737.00	50,456.87
ENVIRONMENTAL SERVICES				
Professional/Contractual Services				
540-200-110 - EH&W - Cont. - Waste Collection/Disposal	611.43	7,581.55	10,000.00	8,225.89
540-200-120 - EH&W - Cont. - Recycle Contract	859.40	8,457.80	12,000.00	8,272.78
540-210-300 - EH&W - Cont. - Other Services	5,915.00	18,725.00		2,497.50
540-210-310 - EH&W - Cont. - Waste Bin Monitoring	200.00	2,125.00	2,100.00	1,825.00
540-230-100 - EH Memberships			450.00	462.00
	7,585.83	36,889.15	24,550.00	21,283.17
TOTAL ENVIRONMENTAL SERVICES:	7,585.83	36,889.15	24,550.00	21,283.17
PLANNING AND DEVELOPMENT SERVICES				
Professional/Contractual Services				
560-200-110 - P&D - Cont. - Planning & Zoning			12,000.00	1,000.00
560-200-120 - P&D - Cont. - Building Inspections	4,500.00	9,164.32	6,000.00	5,120.00
560-200-130 - P&D - Cont. - Website Contract			1,000.00	773.42
560-250-100 - P&D - Cont.- Development Appeals Exp			450.00	450.00
	4,500.00	9,164.32	19,450.00	7,343.42
TOTAL PLANNING AND DEVELOPMENT SERVICES:	4,500.00	9,164.32	19,450.00	7,343.42
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	

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	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	12,000.00
	0.00	12,000.00	12,000.00	12,000.00
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	12,000.00
TOTAL EXPENDITURES:	(11,062.28)	257,255.81	303,192.00	228,882.77
CHANGE IN NET-FINANCIAL ASSETS				
Revenues	60,463.85	1,954,690.92	406,585.00	395,136.05
Expenditures	(11,062.28)	257,255.81	303,192.00	228,882.77
CHANGE IN NET FINANCIAL ASSETS	71,526.13	1,697,435.11	103,393.00	166,253.28
OPERATING SURPLUS/DEFICIT (Chg in Net Asst)	71,526.13	1,697,435.11	103,393.00	166,253.28
Transfers				
Transfers Out			(60,000.00)	(128,126.00)
Total Transfers:	0.00	0.00	(60,000.00)	(128,126.00)
CHANGE IN GENERAL SURPLUS	71,526.13	1,697,435.11	43,393.00	38,127.28

**Resort Village of Elk Ridge
Payment Register**

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Batch: 2024-00071 to 2024-00080

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Bank Code: Bank1 - Main Demand

Payment #	Vendor	Date	Amount
Computer Cheque			
351	JOHN BROOKS COMPANY LTD	2024-12-19	10,262.51
352	CONSTRUCTION CODE AUTHORIT	2024-12-19	4,725.00
353	ELK RIDGE RESORT	2024-12-19	2,625.00
354	R.V. OF MANITOU BEACH	2024-12-19	115.20
355	Western Municipal Consulting	2024-12-19	472.50
Total for Computer Cheque:			18,200.21
E-Transfer			
2024-0101	ELK RIDGE RESORT	2024-12-01	525.00
2024-0102	GREENLAND WASTE DISPOSAL LT	2024-12-01	807.24
2024-0103	Gary Provencher	2024-12-07	200.00
2024-0104	MUNISOFT	2024-12-07	914.64
2024-0105	PENTElsa	2024-12-07	3,433.50
2024-0106	AQUIFER GROUP OF COMPANIES	2024-12-17	332.78
2024-0107	NICOLE LERAT	2024-12-17	818.06
2024-0108	NELSON, G. RUSSELL	2024-12-19	115.60
2024-0109	AQUIFER GROUP OF COMPANIES	2024-12-31	757.82
2024-0110	CANADA REVENUE AGENCY	2024-12-31	4,448.06
2024-0111	ELK RIDGE RESORT	2024-12-31	500.00
2024-0112	GREENLAND WASTE DISPOSAL LT	2024-12-31	737.13
2024-0113	LAKELAND EXCAVATING SERVICE	2024-12-31	366.30
2024-0114	M.R. APP & WEBSITE DEVELOPME	2024-12-31	144.30
2024-0115	MINISTRY OF FINANCE	2024-12-31	15,314.61
2024-0116	NELSON, G. RUSSELL	2024-12-31	115.60
2024-0117	PENTElsa	2024-12-31	2,777.25
2024-0118	CANADA REVENUE AGENCY	2024-12-09	29.87
2024-0119	AON CANADA INC. - T57048C	2024-12-31	2,754.00
Total for E-Transfer:			35,091.76
Online Banking			
2024-0070	MUNICIPAL EMPLOYEES PENSION	2024-12-17	4,090.10
2024-0071	SUMA Group Benefits	2024-12-17	911.91
2024-0072	AFFINITY MASTERCARD	2024-12-19	313.51
2024-0073	REV - Saskpower	2024-12-16	0.00
2024-0074	REV - Saskpower	2024-12-26	0.00
2024-0075	MUNICIPAL EMPLOYEES PENSION	2024-12-31	1,154.96
2024-0076	SUCCESS OFFICE SYSTEMS	2024-12-31	135.29
2024-0077	Saskpower	2024-12-31	2,403.14
2024-0078	SASKENERGY	2024-12-31	920.72
2024-0079	Sasktel	2024-12-31	351.66
2024-0080	AFFINITY MASTERCARD	2024-12-31	800.05
Total for Online Banking:			11,081.34
CAFT Credit			
12-01	ELK RIDGE RESORT	2024-12-17	292.56
Total for CAFT Credit:			292.56
Total for Bank1:			64,665.87

November 30, 2024

Affinity Bank Balance	
As of November 30, 2024	\$ 499,696.20
Add:	
Outstanding Deposits:	
- Receipt 240050-011 (Nov 3)	-\$ 353.75
- Utility undeposited cheque (Crippen)	\$ 321.25
- Unrecorded SaskEnergy	\$ 31.50
- Unrecorded SaskTel	\$ 6.49
- Duplicate transfer out	\$ 1,180.85
 Outstanding E-transfers	
- Receipt 240046-019 (Nov 27)	328.75
Less:	
Outstanding Payments (See attached)	\$ 47,924.41
	\$ -
Reserve Transfers not Transferred Yet	\$ 120,000.00
Reconciled Balance	\$ 333,286.88
General Ledger Bank Balance at Month End (110-110-120)	\$ 333,286.88

\$ -

List of Outstanding Cheques

344	Payroll	1,311.16
346	Lakeland Fire Dept	26,900.00
350	Water Security Agency	500.00
OB	SUMA	155.75
OB	Sask Tel	147.11
OB	De Lage Landen Fin.	91.21
OB	SaskPower	2,741.39
eTr	Elk Ridge Resort	1,155.00
eTr	Sask Finance	2,206.95
eTr	CRA	5,707.94
eTr	Lakeland Excavating	6,504.48
eTr	Mr APP & Website Dev	103.42
eTr	Council Indemnity	400.00
Total Outstanding Cheques		47,924.41

GL Entries

	DR	CR
1 Bank Charges	18.75	
Bank		18.75
Record Nov Bank Charges		
2 Bank	1121.13	
Interest Revenue		1121.13
Interest Earned		