

Resort Village of Elk Ridge
June 27th, 2023 at 9:00 p.m. – Regular Meeting – Elk Ridge Resort

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

2. Approval of Agenda:

MOTION: That the agenda for this meeting be approved as presented.

3. Adoption of Minutes:

3.1 Page 3 – Minutes of the May 16th, 2023 Regular Meeting.

MOTION: That the Minutes of the May 16th, 2023 Meeting be approved as presented.

3.2 Page – Minutes of the June 6th, 2023 Special Meeting.

MOTION: That the Minutes of the June 6, 2023 Special Meeting be approved as presented.

4. Declaration of Conflict of Interest: None

5. Delegations Scheduled: None

6. Public Hearings:

7. Public Acknowledgements:

8. Business Arising from Minutes:

9. New Business:

9.1 Page – Financial Statement Extension

9.2 Drainage issue – #4 Elk Ridge Estates

10. Motions:

11. Administration Reports:

11.1 Page 15-CAO Report and Updates

12. Financial Reports:

12.1 Page – Financial Statement for May 2023 and List of Accounts Payable.

MOTION: That Council receive and file the financial statement and list of accounts payable for May, 2023.

13. Reading of Bylaw(s):

14. Notice of Motion:

15. Inquiries:

16. In camera:

17. Information Items/Correspondence:

17.1 SaskEnergy Municipal Surcharge on SaskEnergy Bills

18. Adjournment

Resort Village of Elk Ridge
Meeting Minutes
May 16th, 2023 at 3:00 p.m. – Regular Council Meeting -Elk Ridge Resort

A Meeting of Council of the Resort Village of Elk Ridge was held at the Elk Ridge Golf Resort on May 16th, 2023.

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

Heather Scott, CAO

1. Call to Order – The Mayor called the meeting of Council to order at 3:00 p.m.

2. Approval of Agenda:

145-2023 SMITH-WINDSOR: That the agenda for this meeting be approved as presented.

SECONDED: HEWETT

CARRIED

3. Adoption of Minutes:

3.1 Minutes of the April 18th, 2023 Council Meeting.

146-2023 DANBERG: That the Minutes of the April 18th, 2023 Regular Meeting be approved as presented.

SECONDED: ENGEL

CARRIED

4. Declaration of Conflict of Interest: None

5. Delegations Scheduled: None

6. Public Hearings: None

7. Public Acknowledgements: None

8. Business Arising from Minutes:

8.1 – Waste Management Contract

147-2023 SMITH-WINDSOR: That the Contract dated March 22, 2022 between the Waste Management Site Manager and the Resort Village of Elk Ridge be increased to \$175/month beginning May 1st, 2023 in response to the increased demands of the service.

SECONDED: HEWETT

CARRIED

8.2 – Road Study.

SMITH-WINDSOR: It is recommended that the Administrator pursue costs and availability of a qualified engineer to assess the condition of and price estimates for the maintenance/repair of the Resort Village’s municipal roads.

SECONDER: NONE

Councillors Danberg and Hewett left at 3:16 p.m. having declared a conflict of interest.

8.3 – Waste Management Depot Land

148-2023 **ENGEL:** That the Public Works Committee enter into negotiations with Routes2Sk to purchase the land where the Resort Village’s Waste Management Depot on Elk Ridge Place is located.

SECONDED: SMITH-WINDSOR

149-2023 **SMITH-WINDSOR:** That the proposed motion be amended to include the words “or lease” after the word purchase.

SECONDED: ENGEL

CARRIED

150 – 2023 **SMITH-WINDSOR:** That the proposed motion be further amended to replace the “Public Works Committee” with the Resort Village of Elk Ridge and that the amended motion read “The Resort Village of Elk Ridge enter into negotiations with Routes2Sk to purchase or lease the land where the Resort Village’s Waste Management Depot on Elk Ridge Place is located.”

CARRIED

151-2023 **MCKAY:** That Councillor Smith-Windsor and Councillor Engel be appointed as representatives for the Resort Village of Elk Ridge to enter into negotiations with Routes2SK to purchase or lease the land that the Resort Village Waste Management Depot is located.

SECONDED: ENGEL

CARRIED

152-2023 **SMITH-WINDSOR:** That the Resort Village of Elk Ridge enter into negotiations with Routes2Sk to purchase or lease the land that the Resort Village’s Waste Management Depot on Elk Ridge Place is located.

SECONDED: ENGEL

CARRIED

8.4 – Outdoor Amenities

153-2023 **SMITH-WINDSOR:** that the Resort Village of Elk Ridge pursue an agreement with Routes2SK that will continue to provide community access to outdoor amenities that are owned and maintained by Routes2SK.

SECONDED: ENGEL

CARRIED

154-2023 **MCKAY:** That the Resort Village of Elk Ridge appoint Councillor Smith-Windsor and Councillor Engel to the committee to meet with Route2SK to discuss continued community access to outdoor amenities.

SECONDED: ENGEL

CARRIED

Councillors Hewett and Danberg returned to the Council meeting at 3:34 p.m.

9. New Business:

9.1 – Public Engagement/Community BBQ/– Tentative date – July 28, 2023.

10. Motions:

11. Administration Reports:

11.2 CAO Report and Updates

155-2023 **ENGEL:** That the CAO report for May be received and filed.

SECONDED: SMITH-WINDSOR

CARRIED

12. Financial Reports:

12.1 Financial Statement for April 2023 and List of Accounts Payable.

156-2023 **HEWETT:** That Council receive and file the financial statement and list of accounts payable for April, 2023.

SECONDED: ENGEL

CARRIED

13. Reading of Bylaw(s): N/A

14. Notice of Motion:

15. Inquiries:

16.1 – Public Works Committee – Draft Updated Terms of Reference and Winter Road Maintenance Policy.

157-2023 **DANBERG:** That Council authorizes the CAO to award the street cleaning contract for 2023.

SECONDED: SMITH-WINDSOR

CARRIED

16. Information Items/Correspondence:

16.2- Email from Wendy Gowda Re: Reconciliation and CCBF Funding.

Heather Scott, CAO left the meeting at 5:45 p.m.

17. In camera:

158-2023 **SMITH-WINDSOR:** That Council go into incamera session on personnel matter.

SECONDED: HEWETT

CARRIED

Present Incamera: Mayor McKay, Councillors Hewett, Danberg, Smith-Windsor and Engel

159-2023 **SMITH-WINDSOR:** That Council reconvene to open session at 6:36 p.m.

SECONDED: ENGEL

CARRIED

18. Adjournment

160-2023 **DANBERG:** That the meeting adjourn at 6:37 p.m.

SECONDED: ENGEL

CARRIED

Mayor

CAO

Resort Village of Elk Ridge
Meeting Minutes

June 6, 2023 @ 9:30 am Special Council Meeting

A Special Council Meeting was held at the Elk Ridge Golf Resort on June 6, 2023

Present: Mayor McKay
Councillor Danberg
Councillor Engel
Councillor Smith-Windsor
Councillor Hewett
Michele Bonneau

1. Call to Order – The Mayor called the Council meeting to order @ 9:35 am.

161 – 2023 Smith-Windsor: That Michele Bonneau be appointed interim Administrator for the duration of this meeting.

Seconded: Engel

CARRIED

2. Approval of Agenda

162 – 2023 Danberg: That the agenda be approved as circulated.

Seconded: Engel

CARRIED

3. Adoption of Minutes: None

4. Declaration of Conflict of Interest: None

5. Delegations Scheduled: None

6. Public Hearings: None

7. Public Acknowledgements: On behalf of Council, Mayor McKay thanked outgoing CAO Heather Scott for her contributions to the Resort Village over the past 18 months and wished her every success in the future.

8. Business Arising from the Minutes: None

9. New Business:

10. Motions:

163- 2023 Danberg: That effective June 09, 2023 at 5:00 pm, Michele Bonneau be appointed Acting Chief Administrative Officer (CAO) for the Resort Village of Elk Ridge.

Seconded: Hewett

CARRIED

164 – 2023 Smith-Windsor: That effective June 09, 2023, at 5:00 pm, the bank signing authority for the Resort Village of Elk Ridge be Michele Bonneau and one of Mayor McKay or

Councillor Trudy Engel.

Seconded Engel

CARRIED

11. Administrative Reports: None

12. Financial Reports: None

13. Reading of Bylaw(s): None

14. Notice of Motions: None

15. Inquiries: None

16. In Camera: N/A

17. Information Items/Correspondence: None

18. Adjournment:

164 – 2023 Danberg: That the meeting now adjourn.

Seconded: Hewett:

CARRIED

Meeting adjourned at 9:41 am.

Mayor

CAO Date

Adopted by Council

RESORT VILLAGE OF ELK RIDGE

BYLAW NO. 07 - 2023

A BYLAW TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE 2022 FINANCIAL STATEMENT

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

For the 2022 financial year, the time required for completion of certain financial and audit procedures for the Resort Village of Elk Ridge be extended as follows:

- (a) The time required pursuant to subsection 185(1) of *The Municipalities Act* to completed the annual audit of the municipality’s books and records of the annual financial statement be and is extended to September 1, 2023.
- (b) The time required pursuant to subsection 186(1) of *The Municipalities Act* for the submission of a copy of the financial statement and the auditor’s report be and is extended to no later than September 15, 2023.
- (c) The time required pursuant to subsection 185(3) of *The Municipalities Act* to publicize the financial statement or synopsis and auditor’s report be and is extended to no later than November 15, 2023.

{Seal}

Mayor

Administrator

Read a third time and adopted
this ____ day of June, 2023.

DECISION ITEM

Subject	#4 Elk Ridge Estates
Council Meeting Date Presented:	June 27, 2023
Agenda Item:	9.1
Prepared By:	Heather Scott CAO

BACKGROUND:

- Each year municipalities in Saskatchewan are required to have a copy of the prior year's financial statement with the audited report and management letter submitted to the Minister of Government Relations by July 1, 2023, pursuant to *The Municipalities Act*.
- If a municipality anticipates that they will be unable to submit their statement by July 1, 2023, the Act gives Council the authority, by bylaw only, to set a further time for submitting their financial statements.
- To extend the submission of the 2022 financial statement, a bylaw must be passed within 30 days after the time affixed pursuant to the Act has expired, ie. No later than July 31, 2023.
- As the Resort Village of Elk Ridge is awaiting the 2022 audit and still tying up some loose ends in relation to the reconciliation from the District, the audit is not expected to be completed by the deadline and it would be prudent of the Resort Village to pass a bylaw to extend the deadline.

BUDGET & OTHER CONSIDERATIONS:

N/A

RECOMMENDATION:

- That Council adopt Bylaw 07 of 2023 to extend the deadline for submission of the 2022 financial statements to allow time for the final reconciliation from the District and the 2022 audit.

PROPOSED MOTIONS:

- That Bylaw 07 of 2023 a Bylaw to Extend the Time Required for the Completion of the 2022 Financial Statement be introduced and read a first time; this bylaw is for three readings.

Respectfully Submitted by: Heather Scott, CAO

DECISION ITEM

Subject	Drainage #4 Elk Ridge Estates
Council Meeting Date Presented:	June 27, 2023
Agenda Item:	9.2
Prepared By:	Heather Scott CAO

BACKGROUND:

- Building Permit – new dwelling – issued July 21, 2021 – July 21, 2023
- Order to remedy drainage Aug 15, 2022

This official notice is issued for breach of the following bylaw:

Section No.	Bylaw No. 17-2013 – The Zoning Bylaw
	Section 4.16(c)
	During the construction of your development, the slope movement on north west corner of the property is clogging the swale and adversely affecting drainage.
Voluntary Action	Please ensure that the swale is cleared of the soil that has settled into the swale from #4 Estates Drive and take steps to mitigate the slope movement until the construction has been completed.

Should this voluntary action not be completed by August 15, 2022, the Resort Village of Elk Ridge will take the appropriate steps to contract a qualified professional to conduct the work with the expense of that work to be charged back to the homeowner.

As per Section 365 of *The Municipalities Act*, you have the right to appeal, **in writing** within 15 days of the date indicated on this Order to Resort Village of Elk Ridge, Box 171, Waskesiu Lake, SK S0J 2Y0.

Issued this 27 day of July, 2022 by Heather Scott, CAO

- Reponse to submission of drainage plan submitted

September 27, 2022
LIONEL & CARLA KATCHMAR
 615 KELLOUGH ROAD
 SASKATOON, SK S7N 3L3

RE: DRAINAGE PLAN

Further to our letter of July 27th, 2022 with Notice to Remedy Order and subsequent emails and handwritten drainage plan provided August 23, 2022, you have indicated it is your intention to construct a retaining wall to mitigate the drainage issues on #4 Estate Drive. I have relayed this information to Council who have directed that you be granted until June 15th, 2023 to fulfill the following remedial action:

1. That a retaining wall be completed to prohibit the washing away of soil into the swale between your property and #3 Estates Drive by June 15, 2023;

In the meantime, the swale must remain free and clear of sediment to prohibit blockage or water and debris draining into #3 Estates Drive.

I must advise you that if the work is not completed within the given time frame, the Resort Village will be forced to take further action to undertake completion of the work and invoice you for all costs incurred in completing this action. Feel free to contact me if you have any questions regarding the information contained herein.

Sincerely,

Heather Scott
 CAO

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June 9th, 2023
LIONEL & CARLA KATCHMAR
615 KELLOUGH ROAD
SASKATOON, SK S7N 3L3

RE: **DRAINAGE PLAN**

Further to our letter of September 27th, 2022 with Notice to Remedy Order where Council directed that you be granted until June 15th, 2023 to fulfill the following remedial action:

1. That a retaining wall be completed to prohibit the washing away of soil into the swale between your property and #3 Estates Drive by June 15, 2023;

Please advise as to the status of the above retaining wall and anticipated completion date within 14 days of the date of this letter. This information will be reported back to Council in determining next steps. If the project is completed within 14 days of the date of this letter, please provide pictures of the retaining wall.

Thank you for your anticipated attention to this matter.

Sincerely,

Heather Scott
CAO



katchmar <katchmar@sasktel.net>
2023-06-22 9:09 PM



To: infoelkridge@sasktel.net Cc: McKay.elkridge@sasktel.net

Requesting a extension on building permit on lot 4 elkridge to help finish off building house till sept 21 2023 . Requesting direction and input of drainage of water onto lot 4 from the street and lots 2 and 3 and 5. Thankyou lionel and carla katchmar.



BUDGET & OTHER CONSIDERATIONS:

N/A

RECOMMENDATION:



**Resort Village of Elk Ridge
Payment Register**

Report Date

Batch: 2023-00014 to 2023-00018 2023-06-25 12:19 PM

Bank Code: Bank1 - Main Demand

Payment #	Vendor	Date	Amount
Manual Cheque			
246 - Man	LESLIE TUCHEK	2023-06-16	555.00
245 Man	MLT AIKINS	2023-06-15	18,777.97
239- Man	CONSTRUCTION CODE AUTHORITY - SAS	2023-06-06	5,040.00
236- Man	De Lage Landen Financial Services Canada	2023-06-06	206.82
227- Man	ELK RIDGE RESORT	2023-05-11	525.00
229- Man	ELK RIDGE RESORT	2023-05-23	525.00
233- Man	ELK RIDGE RESORT	2023-06-06	525.00
235- Man	Gary Provencher	2023-06-06	175.00
240- Man	GREENLAND WASTE DISPOSAL LTD.	2023-06-09	1,659.52
243- Man	LAKELAND EXCAVATING SERVICES LTD.	2023-06-09	6,658.89
242- Man	M.R. APP & WEBSITE DEVELOPMENT STL	2023-06-09	275.72
231- Man	MINISTER OF FINANCE	2023-05-23	30.00
244- Man	MINISTRY OF FINANCE	2023-06-09	58,087.63
230- Man	MUNICIPAL EMPLOYEES PENSION PLAN	2023-05-23	478.34
232- Man	MUNISOFT	2023-05-23	498.17
241- Man	MUNISOFT	2023-06-09	415.14
234- Man	NICOLE SAWCHUK LAW	2023-06-06	400.00
238- Man	RM OF PADDOCKWOOD	2023-06-06	1,000.00
		Total for Manual Cheque:	95,833.20
Online Banking			
2023-0019	CANADA REVENUE AGENCY	2023-05-25	679.98
2023-0021	COLLABRIA	2023-06-06	266.75
2023-0022	Saskpower	2023-06-06	833.49
2023-0023	Sasktel	2023-06-06	121.26
2023-0020	SUMA Group Benefits	2023-05-25	297.14
		Total for Online Banking:	2,198.62
		Total for Bank1:	78,698.85

Payments Printed: 21

ADMINISTRATOR'S REPORT : June 2023		
Date	ADMINISTRATION HIGHLIGHTS:	Target
2023-05-11	There are 0 new building permits so far this year and 10 ongoing. There are three pending permits, one for landscaping, one for a deck and the other for a new residence.	
2023-06-20	There is a list of	Apr-23
2023-05-11	CCBF fund allocation to the RV of Elk Ridge - did not qualify for allocation under the program - organized hamlets are not eligible. RM of Lakeland is not obligated to share funding. CCBF program likely renewed in 2024	
Date	MISCELLANOUS	Target
2023-06-06	Michele - acting CAO during recruitment and hiring of new CAO	09-Jun-23
Date	MINUTES FOLLOW UP	Target
Date	COMMITTEES	Target
Date	HIGHWAYS	Target
Date	GRANT UPDATES/UPCOMING	Target
2023-04-21	Sask Lotteries Grant Program - CG: 24:318 \$975 approved for April 1/24 - March	
Date	LEGISLATIVE REQUIREMENTS	Target
2023-05-15	To date there have been no assessment appeals. The assessment roll closes on May 15th, 2023 with the tax notices being prepared for mailout May 16,	#####
Date	PUBLIC WORKS	Target
Date	BYLAWS/POLICIES	Target
2023-06-27	Bylaw 07 - To extend the tire required for the completion of 2022 financial statements.	