Resort Village of Elk Ridge

Meeting Agenda

October 11th, 2022 at 3:00 p.m. – Regular Meeting – Elk Ridge Golf 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.

1. **Adoption of Minutes:**

3.1 Page 2 – Minutes of the September 13th, 2022 meeting.

MOTION: That the Minutes of the September 13th, 2022 Meeting be approved as presented.

1. **Declaration of Conflict of Interest:** None
2. **Delegations Scheduled:**
3. **Public Hearings:**
4. **Public Acknowledgements:**
5. **Business Arising from Minutes:** None
6. **New Business:**
7. **Motions:**
   1. Page 5 - Public Works Committee updated Terms of Reference.

10.2 Page 7 - Joint Committee Minutes with Elk Ridge Utility

1. **Administration Reports:** 
   1. Page 9-CAO Report and Updates
2. **Financial Reports:**

12.1 Page 13 – Financial Statement for September Bank Reconciliation and List of Accounts

MOTION: That Council receive and file the financial statement, bank reconciliation and list of accounts payable for September, 2022.

1. **Reading of Bylaw(s):**

13.1 **-** Bylaw 27 of 2022 - Open Air Fire Restriction Bylaw – (see attached)

1. **Notice of Motion:**
2. **Inquiries:**
3. **In camera:**
4. **Information Items/Correspondence:**
5. **Adjournment**

Resort Village of Elk Ridge

Meeting Minutes

September 13th, 2022 Regular Meeting of Council

A Regular Meeting of Council of the Resort Village of Elk Ridge was held at the Elk Ridge Golf Resort on September 13th, 2022.

Present: Mayor Garry McKay

Councillor Ryan Danberg

Councillor Trudy Engel

Councillor Ross Hewett

Councillor Margaret Smith-Windsor

Heather Scott, CAO

1. **Call to Order –** With a quorum being present, Mayor Garry McKay called the meeting to order at 3:06 p.m.
2. **Delegations: N/A**
3. **Approval of Agenda:**

**236-2022 SMITH-WINDSOR:** That the winter road maintenance policy and website development be added to the agenda under new business. **CARRIED**

**237-2022 DANBERG:** That the agenda for this meeting be approved as amended.

**CARRIED**

1. **Public Hearings:** None
2. **Reading of Bylaws:**

**5.1 –** Bylaw 27 of 2022 A Bylaw to Regulate the Proceeding of Municipal Council and Council’s Committees.

**238-2022 SMITH-WINDSOR** That Bylaw 15 of 2022 a Bylaw to Regulate the Proceedings of Municipal Council and Council’s Committees be introduced and read a first time. **CARRIED**

**239-2022 DANBERG:** That Bylaw 15 of 2022 a Bylaw to Regulate the Proceedings of Municipal Council and Council’s Committees be now read a second time. **CARRIED**

**240–2022 ENGEL** That leave be granted for the third reading of Bylaw 15 of 2022 a Bylaw to Regulate the Proceedings of Municipal Council and Council’s Committees. **UNANIMOUSLY CARRIED**

**241-2022 HEWETT:** That Bylaw 15 of 2022 a Bylaw to Regulate the Proceedings of Municipal Council and Council’s Committees be read a third time and adopted. **CARRIED**

1. **Adoption of Minutes:**

**6.1** - Minutes of the August 9th, 2022 Council Meeting.

**242–2022 HEWETT:**  That the Minutes of the August 9th, 2022 Council Meeting be approved as presented. **CARRIED**

1. **Business Arising from Minutes:** None
2. **Action/Motion Items:**

**8.1** – Community Service Terms of Reference.

**243-2022 SMITH-WINDSOR:**  That Council approves the terms of reference for the Community Services Committee. **CARRIED**

1. **Administration Reports:** 
   1. CAO Report and Updates.

**244-2022 SMITH-WINDSOR:** That Council direct administration to make a formal request for post office boxes and a designated postal code for the Resort Village of Elk Ridge.  **CARRIED**

**245-2022 DANBERG:**  That Council receive and file the CAO report for September, 2022. **CARRIED**

1. **Accounts for Payment:** N/A
2. **Financial Statements:**

11.1 Financial Statement for August 2022, Bank Reconciliation and List of Accounts.

**246-2022 ENGEL:**

That Council receive and file the financial statement, bank reconciliation and list of accounts payable for August, 2022 with an updated financial statement be forwarded to Council. **CARRIED**

1. **Council Divisional Reports:** N/A
2. **New Business:**

**13.1 –** Winter Road Maintenance Policy.

**247-2022 SMITH-WINDSOR:** That the Winter Roads Policy be approved as amended.

**CARRIED**

**13.2 –** Website Design – direction provided to CAO.

*Heather Scott, CAO left the meeting at 5:54 p.m. while all of Council remained in attendance.*

1. **Incamera:**

**248-2022 SMITH-WINDSOR:**

That Council move to incamera meeting to discuss a personnel matter at 5:55 p.m.

**CARRIED**

**249-2022 SMITH-WINDSOR:**

That Council reconvene to regular Council meeting at 6:30 p.m. **CARRIED**

1. **Correspondence:** N/A
2. **Other Business:** None
3. **Adjournment:**

**250-2022 DANBERG:** That the meeting adjourn 6:31 p.m. **CARRIED**

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**Mayor CAO**



**PUBLIC WORKS COMMITTEE**

**TERMS OF REFERENCE**

**PURPOSE:**

To provide support and direction to the CAO on Public Works matters within the Resort Village of Elk Ridge.

**GOVERNANCE:**

The Committee is responsible to Council.

**SCOPE:**

Public Works areas of interest:

* Municipal Roads;
* Waste Management;
* Physical Addressing;
* Water and Sewage;
* Street Lighting;
* Aurora Huts;
* Drainage;
* Public Work Contracts & Policy recommendations;
* Website and Network Communications; and
* Land Acquisition.

**MEMBERS:**

1. Marg Smith-Windsor, Chairperson

2. Ross Hewett

3. CAO, Advisor

**FUNCTION:**

To provide support and direction to the CAO on matters dealing with Public Works and oversee public works projects and work in the absence of the CAO.

**MEETINGS:**

As required

**ACTION PLAN:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Priority** | **Area** | **Action** | **Lead** | **Target** |
| A | Roads – Snow Removal | * Update Winter Road Policy * Get contractor quotes * Recommend contractor * Finalize contract | CAO | Sept |
| A | Addressing – Postal Code & Boxes | * Provide requested data to Canada Post | CAO | Sept |
| * Pressure Member of Parliament to create sense of urgency for Postal Code and local PO boxes | RH | Oct |
| A | Drainage | * Get input from engineering contacts * Recommend grant application * Prepare grant application | CAO | Sept |
| A | Website | * Compile newcomer’s content | MSR | Sept |
| A | Waste Management | * Get contractor quotes * Recommend contractor * Finalize contract | CAO | Dec |
| A | Recycling | * Get contractor quotes * Recommend contractor * Finalize contract | CAO | Dec |
| B | Addressing - CARS | * Follow-up with agencies not using CARS for RVER | CAO | Oct |
| B | Roads – Pavement Repairs | * Identify priority work | PW | Nov |
| B | Waste Management | * RV Park solution | PW | Dec |
| C | Network Communications | * Pressure SaskTel for internet speed upgrades | RH | Dec |
| C | Land Acquisition | * Determine requirements | MSR | Dec |
| C | Aurora Huts | * Explore opportunity with R2SK | MSR | Dec |
| C | Lighting | * LED upgrading | CAO | Jan |

JOINT MEETING - Minutes

Elk Ridge Utility Ltd. & The Resort Village of Elk Ridge

Monday, September 26, 2022 @ 7:00 pm.

In attendance: Mayor Garry McKay, Rob Thurmeier, Gord Webster, Dennis Paddock, Trudy Engel, via Zoom: Clint Austin & Ryan Danberg

Mayor Garry McKay welcomed all and explained that he made a motion at the previous council meeting to send a letter to Elk Ridge Utilities to have a meeting and start a committee to amalgamate Elk Ridge Utility Ltd. with The Resort Village of Elk Ridge. Council approved this motion.

Trudy Engel was appointed to take minutes, along with Garry McKay.

Clint’s Overview.

* Clint stated that there are so many Synergies to combine the two. He forwarded an information sheet stating all of those.
* He advised that the Utility Membership seemed supportive of an Amalgamation.

Dennis Paddock comment.

* The utilities have large capital needs to consider in the next 3 – 10 years and will have to raise funds for those.
  + Replace filters in Water Plant (roughly $300,000.00)
  + Increase Lagoon storage as it is undersized
  + Currently working with one sewage pump station which is weak and needs to be relocated and upgraded
  + Unkown upcoming issues inherited from the previous owner
* A predesigned report will be completed by the Utility’s Engineer in 6 months. At that time we should know what the lagoon costs will be.

Rob Thurmeier comment.

* The Utilities currently have zero debt so it would be a good time to Amalgamate.
* The Utilities currently have approximately $700,000.00 in reserves and cash, the new filters will require approximately $500,000.00 of that.
* There is only one pocket to get funding from currently, which is the “community”. There aren’t any other communities that have private utility corps. Most are run by their Municipality.

Ryan Danberg comment.

* We need to make sure we have a solid Capital Plan. The government probably wants this amalgamation.

Gord Webster Comment.

* It is a natural progression now that we are a Resort Village.

Dennis Paddock Moved:

“That a joint Committee, consisting of four representatives appointed by the Elk Ridge Utility Ltd. and three representatives appointed by the Resort Village of Elk Ridge, be established with a mandate to review the feasibility of amalgamating Elk Ridge Utility Ltd. under the Resort Village of Elk Ridge and further;

That the Committee prepare and submit a final report to each party containing recommendation(s) including an Implementation Plan”.

It was unanimously voted “all in favour”.

Garry McKay, Trudy Engel & Ryan Danberg will present this Motion at the next Council Meeting on October 11, 2022.

Gord Webster made a motion to set up A Committee of Clint Austin, Rob Thurmeier and Garry McKay will Establish the “Terms of Reference”.

Motion was Carried.

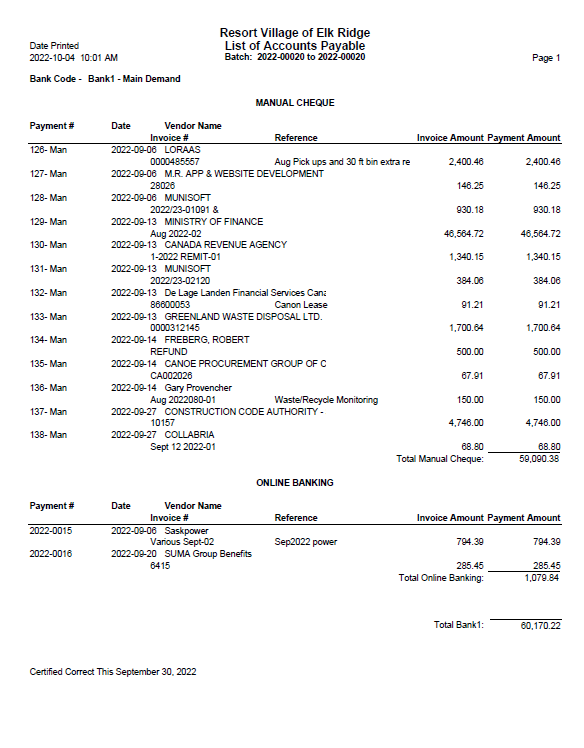
Next meeting to be held no earlier than 6:30 p.m. at the call of the Chair.

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| --- | --- | --- |
| ADMINISTRATOR'S REPORT : October 2022 | |  |
| **Date** | **ADMINISTRATION HIGHLIGHTS:** | **Target** |
| 2022-09-28 | There are 9 new building permits so far this year; 8 for principal dwellings and 1 for a detached garage. There is also 1 more under review by the Building Inspector. | ongoing |
| **Date** | **MISCELLANOUS** | **Target** |
|  | Municipal Lawyer RFP | ongoing |
|  | municipal accountant RFP | ongoing |
|  | Update Development Applications with Elk Ridge Headers | onsgoing |
| **Date** | **MINUTES FOLLOW UP** | **Target** |
| 2022-09-21 | Administration drafted a response to Canada Post with the Council Motion from the September meeting and all of the other requested information. A response was received September 27, 2022 advising that they have already completed planning for their 2023 projects and would look at implementing this type of change for Elk Ridge into 2024. | 31-Dec-24 |
| 09-20-2022 | Administration adhered to the direction provided for the website updates and launch. The website is now live and being updated frequently. | ongoing |
| **Date** | **COMMITTEES** | **Target** |
| 2022-09-19 | The Public Works Committee met for a meeting and came up with an action plan and updated Terms of Reference for the Oct meeting. | 31-Dec-22 |
| 2022-09-20 | EMO Plan development. L. Tuchek has been engaged to assist. Email was sent to Ms. Tuchek on Sept 20, 2022 requesting assistance or template for EMO plan. | 31-Dec-22 |
| **Date** | **HIGHWAYS** | **Target** |
| 2022-09-27 | A response was received from Austin Gee, Engineer for the Ministry of Highways with respect to request for south bound passing or turning lane coming from the PANP past Elk Ridge. Mr. Gee indicated that their analysis has been completed and it is not recommended at this time bt their Traffic Engineering Dept Team will continue to monitor the intersection and reassess it in the event of a major rehabilitation for Highway 264. | 31-Dec-23 |
| 2022-09-07 | An application was sent to the Minstry for a quote for a municipal highways sign. Response has not yet been received. | Follow up Oct 18, 2022 |
| 2022-09-07 | The Ministry was contacted with a request made to fix the Elk Ridge Sign laying in the ditch southbound from the PANP. No response has been provided and the sign has not yet been repaired. | Follow up Oct 18, 2022 |
|  |  |  |
|  |  |  |
| **Date** | **GRANT UPDATES/UPCOMING** | **Target** |
| 2022-09-15 | Crosby Hanna applied for the second intake for the TSS Targeted Sector Initiative Grant for their work associated with the planning partners zoning and development bylaws. This grant covers 75% of eligible costs leaving municipalities with 25%. | Intake deadline Nov 15, 2022 |
|  |  |  |
| **Date** | **PUBLIC WORKS** | **Target** |
| 2022-09-04 | The fireban signs and speed signs have been ordered and area awating delivery**.** | 15-Oct-22 |
| 2022-09-15 | RFP's for Winter Road Maintenance and waste & recycling Services | Tender to close Oct 14, 2022 |
|  |  |  |
| 2022-09-15 | Follow up with CARS. Complete with CARS identifying emergency services as being their primary users with other government agencies such as crown corporations and Ministry of Environment being provided access free of charge. Other entities can buy a subscription for use. | completed. |
| **Date** | **BYLAWS/POLICIES** | **Target** |
| 2022-09-15 | Bylaw 27 of 2022 - Open Air Fire Restriction Bylaw - Tabled from Aug Council meeting | pending |
| 2022-09-01 | Expenditure Bylaw/Policy - Draft sent to Mayor for review. | ongoing |
| 2022-10-01 | Zoning and DOCP - Crosby Hannah engaged to redraft | 31-Dec-22 |
|  | Bylaw to Rescind Lakeland Bylaws | 31-Dec-22 |
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**Resort Village of Elk Ridge**

Date Printed **List of Accounts Payable**

2022-10-04 10:01 AM **Batch: 2022-00020 to 2022-00020** Page 2

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Mayor Administrator

RESORT VILLAGE OF ELK RIDGE  
Bank Reconciliation September 2022

**GL 110-110-120 – General Ledger Account** **$384,256.61**

* Bank Fees -42.25
* Etransfer tax payment 2,978.92

**Adjusted General Ledge Balance:**  **$387,193.28**

**Bank Account Balance at September 30, 2022 $379,309.10**

* Outstanding Cheques -3815.61
* Bank Deposit – 11,699.79

**Adjusted Bank Balance $387,193.28**