Resort Village of Elk Ridge

February 21st , 2023 at 3:00 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.

1. **Adoption of Minutes:**

3.1 Page 3 – Minutes of the January 17th, 2023 meeting.

MOTION: That the Minutes of the January 17th, 2023 Meeting be approved as presented.

1. **Declaration of Conflict of Interest:** None
2. **Delegations Scheduled:** None
3. **Public Hearings:**
4. **Public Acknowledgements:**
5. **Business Arising from Minutes:** None
6. **New Business:**

**9.1** Page 9**–** Utility Board Joint Committee -Terms of Reference.

1. **Motions:**
	1. Page 15 - Bylaw 04 of 2023 – Amendment to Schedule B of Bylaw 27 of 2022 – Open-Fire Restriction Bylaw.
2. **Administration Reports:**
	1. Page 18-CAO Report and Updates
	2. Page 20– Work Alone Policy
	3. Page 22- Special Taxation Bylaws
	4. Page 28– June 2023 alternate meeting date.
	5. Page –30 SUMA Registration
3. **Financial Reports:**

12.1 Page 37– Financial Statement for January 2023 and December, 2022 and List of Accounts Payable for January 2023.

MOTION: That Council receive and file the financial statement and list of accounts payable for December 2022 and January 2023.

1. **Reading of Bylaw(s):** None
2. **Notice of Motion:**

**MCKAY:** Travel and Expense Policy Review.

**MKAY:** Reserve Accounts

1. **Inquiries:** None
2. **In camera:**

**MOTION:** That Council move incamera to discuss purchase of land and strategic planning.

1. **Information Items/Correspondence:**

17.1 (will be attached as a supplementary agenda item) – Grant Thornton – Letter of Engagement Re: 2022 Audit.

1. **Adjournment**

Resort Village of Elk Ridge

Meeting Minutes

January 17th, 2023 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 January 17th, 2023.

Present: Mayor Garry McKay *(via Teams Meeting)*

Councilor 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 3:01 p.m.
2. **Approval of Agenda:**

**005-2023 SMITH-WINDSOR:** That the letter from the CAO dated January 17th, 2023 be added to the incamera labour item.

**SECONDED: HEWETT** **CARRIED**

**006-2023 HEWETT:** That the agenda for this meeting be approved as amended.

**SECONDED: ENGEL**  **CARRIED**

1. **Adoption of Minutes:**

3.1– Minutes of the November 29th, 2022 meeting.

**007-2023 SMITH-WINDSOR:** That the Minutes of the November 29th, 2022 Meeting be approved as amended.

**SECONDED: ENGEL**  **CARRIED**

3.2– Minutes of the January 10th, 2023 Special meeting.

**008-2023 DANBERG:** That the Minutes of the January 10th, 2023 Special Council meeting be approved as presented.

**SECONDED: ENGEL** **CARRIED**

1. **Declaration of Conflict of Interest:** None
2. **Delegations Scheduled:** None
3. **Public Hearings:** None
4. **Public Acknowledgements:** None
5. **Business Arising from Minutes:** None
6. **New Business:** None
7. **Motions:** None
8. **Administration Reports:**
	1. -CAO Report and Updates

**009-2023 HEWETT:** That the CAO report for January 2023 be received and filed.

**SECONDED: DANBERG CARRIED**

* 1. – Municipal Revenue Sharing

**010-2023 DANBERG:**

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

• Being that the municipality was incorporated on January 1, 2022, we are exempt from having to remit our 2021 Audited Financial Statements to the Ministry of Government Relations;

• The municipality does not run a Municipal Waterworks System;

* In Good Standing with respect to the reporting and remittance of Education Property Taxes;

• Adoption of a Council Procedures Bylaw;

• Adoption of an Employee Code of Conduct; and

• All members of council have filed and annually updated their Public Disclosure Statements, as required;

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

**SECONDED: SMITH-WINDSOR CARRIED**

* 1. – Western Municipal Consulting Services

**011-2023 ENGEL:**

That the RESORT VILLAGE OF ELK RIDGE appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Tim Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Dave Gurnsey, Murray Dean, and Stew Demmans.

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.

**SECONDED: SMITH-WINDSOR CARRIED**

**012-2023 DANBERG:** That the RESORT VILLAGE OF ELK RIDGE appoints Liana Stepan with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Liana Stepan is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

**SECONDED: HEWETT CARRIED**

**013-2023 HEWETT:**

That the RESORT VILLAGE OF ELK RIDGE appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Tim Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Barry Clark, Dave Gurnsey, Murray Dean, Pam Malach, Stew Demmans, and Stu Hayward.

**SECONDED: SMITH-WINDSOR CARRIED**

**014-2023 DANBERG**: That 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, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Claudette McGuire is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

**SECONDED: ENGEL CARRIED**

**015-2023 ENGEL:** That Council authorize signing of an agreement for services for 2023 with Western Municipal Consulting.

**SECONDED: SMITH-WINDSOR CARRIED**

* 1. EMO Committee

**016-2023 ENGEL:** That Council appoint Rod Orieux and Councilor Danberg as members of the EMO Committee and grant the committee the power to add members.

**SECOND: DANBERG CARRIED**

* 1. Lot Consolidation Request 92 & 93 Estates Drive

**017-2023 MCKAY:** That Council approve the request from the owners for the consolidation of Units 92 & 93 Plan 99PA21324 with civic addresses of 92 and 93 Estates Drive cand further, that no building permit be issued until the Resort Village has received written confirmation that the registration of the consolidation with ISC has been completed.

**SECONDED: SMITH-WINDSOR CARRIED**

* 1. Public Works Update

**018-2023 SMITH-WINDSOR:** That the January Public Works Committee update be received and filed.

**SECONDED: DANBERG CARRIED**

* 1. UMAAS Spring Workshop 2023

**019-2023 DANBERG:** That Council approve the attendance of the CAO at the RMAA/UMAAS Spring Workshop being held March 23, 2023 at a cost of $100 plus mileage.

**SECONDED:** **SMITH-WINDSOR CARRIED**

1. **Financial Reports:**

12.1 Page 32– Financial Statements for November and December, 2022 and list of accounts to December 31, 2022.

**020-2023 MCKAY:** That Council receive and file the financial statement and list of accounts payable for November and December 2022.

**SECONDED: DANBERG CARRIED**

**021-2023 MCKAY:** That supplementary December, 2022 detailed and summary financial reports be prepared and submitted to Council.

**SECONDED: HEWETT CARRIED**

**022-2023 ENGEL:** That Council receive and file the December list of accounts payable.

**SECONDED: DANBERG CARRIED**

1. **Reading of Bylaw(s):** None
2. **Notice of Motion:**

**023-2023 SMITH-WINDSOR:** Effective January 1st, 2023, the Resort Village’s waste management collection, monitoring and the servicing contract will be limited to the Waste Management Depot situated on Elk Ridge Place.

**SECONDED:** **HEWETT CARRIED**

Councilor Danberg left at 4:10 p.m. having declared a conflict of interest.

 SMITH-WINDSOR: In 2023 that a sanitation levy is to be assessed on the residential units known as staff housing.

**024-2023 SMITH-WINDSOR:** That the staff housing residents be authorized to utilize the central waste management collection centre and further, that the parcel of land the housings are withing be subject to a sanitation levy equal to 14 times the established sanitation levy for a single developed property and further that the 2023 sanitation levy shall be pro-rated based on the projected month the residents will begin using the Resort Village’s central waste management site.

**SECONDED: MCKAY CARRIED**

**025-2023 SMITH-WINDSOR:** That the annual service fee assessed to the 58 units in the RV park be amended to include a sanitation levy tabulated at 50% of the levy assessed to developed properties in the Resort Village. For the 2023 year, only those units occupied as of July 1, 2023 will be assessed the sanitation levy.

**SECONDED: HEWETT CARRIED**

Councilor Danberg returned at 4:22 p.m.

**SMITH-WINDSOR:** Bylaw amendment to Bylaw 27 of 2022 Schedule amendment for next

meeting.

1. **Inquiries:**
2. **In camera:**

**026-2023 ENGEL:** That Council move incamera to discuss the RFP submissions for legal and engineering services and purchase of former fire hall and personnel matter at 4:29 p.m.

**SECONDED:** **DABERG CARRIED**

Present: Mayor McKay, Councilor Danberg, Councilor Engel, Councilor Hewett, Councilor Smith-Windsor and CAO Heather Scott.

Heather Scott left meeting at 4:50 p.m.

Mayor McKay left at 5:05 p.m.

Heather Scott returned at 5:06 p.m.

Heather Scott left the meeting at 5:19 p.m.

Heather Scott returned at 5:28 p.m.

**027-2023 DANBERG:** That Council resume open Council meeting at 5:29 p.m.

**SECONDED: ENGEL CARRIED**

Mayor McKay was not present for the remainder of the meeting.

**028-2023 DANBERG:** That Council appoint Nicole Sawchuck as the lawyer for the Resort Village of Elk Ridge for the next two years.

**SECONDED: ENGEL CARRIED**

**029-2023 SMITH-WINDSOR:** That Council appoint Associated Engineering to provide engineering services for the Resort Village of Elk Ridge for the next two years.

**SECONDED: DANBERG CARRIED**

**030-2023 ENGEL:** That the Resort Village of Elk Ridge accepts the offer to purchase the former firehall from the District of Lakeland.

**SECONDED: HEWETT** **CARRIED**

1. **Information Items/Correspondence:**

**17.1 –** Firehall letter and 2023 Fire Service Agreement.

**031-2023 DANBERG:** That Council authorizes the Deputy Mayor and CAO to sign the Agreement for Fire Services with the Lakeland District Fire Dept for 2023.

**SECONDED: SMITH-WINDSOR CARRIED**

1. **Adjournment**

**032-2023 ENGEL:** That the meeting adjourn at 5:31 p.m.

**SECONDED: SMITH-WINDSOR CARRIED**

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**Mayor CAO**

# TERMS OF REFERENCE FOR JOINT COMMITTEE BETWEEN THE RESORT VILLAGE OF ELK RIDGE AND ELK RIDGE UTILITY LTD FOR THE PURPOSE OF ESTABLISHING A PUBLIC UTILITY PURSUANT TO THE MUNICIPALITIES ACT

1. **BACKGROUND**

The Board of Directors for Elk Ridge Utility Ltd (“Utility Board”) and Mayor and Council of the Resort Village of Elk Ridge (“Village Council”) have authorized that a joint Committee consisting of four (4) representatives appointed by the Elk Ridge Utility Ltd. and three (3) 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. (“Committee” or “Joint Committee”)

# PURPOSE

The purpose of the Joint Committee is to assess the feasibility of amalgamating Elk Ridge Utility Ltd. under the Resort Village of Elk Ridge with the aim of establishing a public utility and/or public utility board pursuant to the Saskatchewan Municipalities Act (“Act”).

# SCOPE OF WORK

The scope of the Committee shall be limited to study and advisory work related to the establishment of a public utility under the Act. Key objectives of the Committee include the following:

1. Assess the most feasible methods for legally establishing a public utility inclusive of transferring all control and interests of Elk Ridge Utility directors and members to the Resort Village of Elk Ridge;
2. Clarify the requirements for establishing a public utility;
3. Consider the benefits, issues and risks for establishing a public utility;
4. Assess whether a public utility board should be established, including clarification of any requirements for establishing a public utility board;
5. Provide a draft of an implementation plan for fulfilling the requirements for establishing a public utility, inclusive of key tasks, communication plan(s), estimated implementation costs, staffing model, high-level milestones, timelines, and roles and responsibilities;
6. Provision of Elk Ridge Utility’s current budget and forecasted capital and operating costs, as applicable;
7. Provide Committee quarterly progress reports; and,
8. Provide best advice on any related matters, as applicable.

The Committee shall make best efforts to prepare and submit a CONFIDENTIAL report to the two sponsoring parties as soon as possible.

# BUDGET AND SHARING OF EXPENSES

# The Joint Committee shall be allowed a budget of $7500.00 for items necessary for completing the scope of work. Expenses include, but are not limited to professional advice, research inquiries and production and communication of reports. Cost for the Committee’s work shall be equally split (50:50) between the Resort Village of Elk Ridge and Elk Ridge Utility Ltd.

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# REIMBURSEMENT OF EXPENSES

# Reimbursement of expenses by the Joint Committee members shall be conducted in accordance with Resort Village polices and procedures. Upon completion of the study the Resort Village of Elk Ridge will invoice Elk Ridge Utility Ltd for 50% of the total costs for the work, which shall be payable within 30 days.

# COMPOSITION

# The Resort Village of Elk Ridge is authorized to create a Joint Committee for the Purpose of Establishing a Public Utility

# in conjunction with Elk Ridge Utility Ltd. Joint Committee members shall be comprised of the following persons:

* Garry McKay         306-690-1482       McKay.elkridge@sasktel.net
* Trudy Engel          306-220-2707      engel.elkridge@sasktel.net
* Ryan Danberg      306-981-3822       ryan.danberg@elkridgeresort.com
* Dennis Paddock   639-571-3933       dkpaddock@hotmail.com
* Gord Webster       306-227-1207       thewebsters@sasktel.net
* Clint Austin            403-992-5645     clintaustin@shaw.ca
* Rob Thurmeier      306-940-8250     thurmeier@gmail.com

The Committee Chair shall be Clint Austin and the Secretary shall be Trudy Engel. Sub-Committee(s) shall be appointed as required.

# QUORUM

A majority of voting members shall constitute a quorum. If a quorum for a Committee meeting is not present within ten (10) minutes of the time fixed for the commencement of the meeting, the chair of the meeting may either adjourn the meeting or cancel the meeting.

# RESPONSIBILITIES AND AUTHORITIES

The Committee has the authority to carry out its scope and objectives as enumerated in Section 3 – Scope of Work and may assign tasks to working sub-committee at its own discretion (“Sub-Committee” or “Work Group”)

# EFFECTIVE DATE

These Terms of Reference will be effective as of January 25, 2023.

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 $500,000.00)
	+ 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.





**DECISION ITEM**

|  |  |
| --- | --- |
| **Subject** | Schedule B – Open-Fire Restriction Amendment Bylaw 27 of 2023 |
| **Council Meeting Date Presented:** | February 5, 2023 |
| **Agenda Item:** | 10.1 |
| **Prepared By:** | Heather Scott CAO |

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| --- |
| BACKGROUND:* Councilor Smith-Windsor brought forward a Notice of Motion with a revised portion of Schedule B to the Open-Air Fire Restriction Bylaw.
* The purpose of this revision is to clarify Weather conditions vs. Burning Conditions on the bottom portion of Schedule B.
 |
| **BUDGET & OTHER CONSIDERATIONS:**  N/A |
| **RECOMMENDATION:*** That Council approve the revision to clarify the weather conditions vs. burning conditions portion of schedule B of Bylaw 27 of 2022.
 |
| **PROPOSED MOTIONS:*** That Bylaw 04 of 2023 a Bylaw to amend a portion of Schedule B of Bylaw 27 of 2023, the Open-Air Fire Restriction Bylaw be introduced and read a first time; this bylaw is for three readings.

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| **Respectfully Submitted by: Heather Scott, CAO** |

**BYLAW NO. 04 of 2023**

**RESORT VILLAGE OF ELK RIDGE**

**A BYLAW TO AMEND BYLAW 27 OF 2022, A BYLAW RESPECTING OPEN-AIR FIRE RESTRICTION**

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

That Bylaw 27 of 2022 be amended by replacing a portion of “Schedule B” with the attached revised Weather Conditions vs Burning Conditions.

This Bylaw comes into force and takes effect on final passing.

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Mayor

 {Seal}

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Administrator

Read a third time and adopted

This \_\_\_\_\_ day of \_\_\_\_\_\_\_, 2023.



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|   |   |  |
| **Date** | **COMMITTEES** | **Target** |
| 2022-01-09 | Updated Public Works Committee Action Plan provided at January 17, 2023 Council meeting. | ongoing |
| 2023-02-02 | EMO Committee terms of reference updated and new members appointed at January meeting.  | ongoing |
| 2023-01-24 | NCLPDC Meeting - Advocating for a new nurse practitioner & chronic care & nutrition health services in Lakeland. They have invited members of the health region to attend Feb meeting. The Committee will follow up with Jim Walters to see where we are at with respect to next steps with the new planning bylaws. Lakeland will send out contact information for follow up with BCL Re: Infrastructure Study. Next meeting Feb 28, 2023 | ongoing |
|   |   |  |
|  |  |  |
| **Date** | **HIGHWAYS** | **Target** |
| 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 with Mike Guitard, District Operations Manager in Oct who directed me to the appropriate person in charge of signs who is trying to track everything down for scheduling in the spring.  | Follow up Feb, 2023 |
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| **Date** | **GRANT UPDATES/UPCOMING** | **Target** |
| 2023-02-14 | 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%.  | application successful |
| 2022-02-14 | Funding received for continued work of Wallace Insights and Jim Walters on new planning bylaw development. Awaiting public engagement and consultation. | 2023 bylaw completion. |
| 2023-02-02 | Sask Lotteries Community Grant Application Funding deadline February 28, 2023 | Complete |
|  |  |  |
|   |   |  |
| **Date** | **LEGISLATIVE REQUIREMENTS** | **Target** |
| 2023-02-02 | The municipality is required to adopt out own new bylaws to replace the District of Lakeland Bylaws within one year, the only exception are the Zoning bylaw and Official Community Plan for which a two year timeline has been granted. The Resort Village Council has reviewed and replaced nearly all of the bylaws from the District of Lakeland. One bylaw left is a bylaw to rescind irrelevant or unneeded bylaws. The Official Community Plan and Zoning Bylaw are being drafted in conjunction with Crosby Hannah and Wallace Insights being funding with contributions obtained in partnership with the North Central Lakeland District Planning Commission. These bylaws are anticipated to be completed prior to the end of 2023. | Complete |
| 2023-01-03 | Municipal revenue sharing declaration must be finalized and submitted by January 31, 2023 | Complete |
| 2023-02-02 | Reviewed requirement for new resolutions/bylaws for abatement or exemption of taxes on certain properties. Was advised that if they are already assessed exempt by SAMA then there is no further requirement on our part to do anything as there is no taxable value being applied | Complete |
|  |  |  |
| **Date** | **PUBLIC WORKS** | **Target** |
| 2023-02-02 | All Final Loraas invoices have been processed. The new bins had had their doors adjusted to be able to latch.  | Complete |
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| **Date** | **BYLAWS/POLICIES** | **Target** |
|   |   |  |
| 2023-02-14 | Bylaws 1 & 2 regarding special levies for fire and sanitation services have been drafted and will be put forward at Feb 21 Council meeting | 21-Feb-23 |
| 2022-10-01 | Zoning and DOCP - Crosby Hannah engaged to redraft | 31-Dec-23 |
| 2023-02-02 | Bylaw to Rescind Lakeland Bylaws | Complete |
| 2023-02-14 | Bylaw amendment to Schedule B of Bylaw 27-2022 | 21-Feb-23 |
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**DECISION ITEM**

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| --- | --- |
| **Subject** | Work Alone Policy |
| **Council Meeting Date Presented:** | February 2, 2023 |
| **Agenda Item:** | 11.2 |
| **Prepared By:** | Heather Scott CAO |

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| BACKGROUND:* Recently several municipalities have been getting site visits from OH&S and it has been noted that if the are a single employee office, they are required to have a work alone policy.
* "to work alone" means to work at a worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.
* The employer can be held liable if something happens and they are found that there is no policy in place.
* Often times, I am in the building main floor alone especially early in the mornings. I also do site visits on build sites or other areas of the community as required.
* It is mandatory and important for a policy to be in place.
 |
| **BUDGET & OTHER CONSIDERATIONS:**  Possible basic first aid training if it is something required under OH & S. |
| **RECOMMENDATION:*** That Council approve a Work Alone Policy.
 |
| **PROPOSED MOTIONS:**That Council approves the Work Alone Policy 400-1 and direct the administrator to bring back costs for a local basic first aid course and to purchase a first aid kit for the office. |
| **Respectfully Submitted by: Heather Scott, CAO** |

#

 **400.1 WORKING ALONE POLICY**

**POLICY:** A process to protect workers who must work alone

**PURPOSE:**       To provide a process that identifies the risks arising from working alone.

To provide an effective communication system that consists of:

ii     Radio/telephone communication

iii    Provide a process for regular contact with the worker

To ensure workers meet or exceed first aid qualifications for working alone.

To ensure first aid supplies meet or exceed the Occupational Health and Safety Regulations (1996).

To ensure emergency response plans are established prior to the start of work (ie. RCMP contacts, locations of nearest health facility, emergency transportation availability).

To put forth guidelines when working in a hazardous situation where the workplace risk assessment requires the use of more than one worker.

**RESPONSIBILITIES:**

**COUNCIL:** Ensure resources, training and emergency response plans are in place where workers are alone.  Ensure an effective communication system is in place for workers who are alone. Ensure a process to establish and review standard operating procedures.

**WORKERS:** Actively participate in the identification of risks associated with each activity prior to commencement and establish safe work procedures.

Read, review, understand and follow the established working alone policy, procedures and necessary emergency response plan.

**OCCUPATIONAL HEALTH AND SAFETY CONSULTANT/COORDINATOR**:

Recommend minimum training standards for workers who work alone.

Assist and advise with process, procedures and equipment to minimize or eliminate the hazards.

Assist and advise with preparing of emergency response plans.

Adopted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Council Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DECISION ITEM**

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| --- | --- |
| **Subject** | Special Taxation Bylaws |
| **Council Meeting Date Presented:** | February 5, 2023 |
| **Agenda Item:** | 11.3 |
| **Prepared By:** | Heather Scott CAO |

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| --- |
| BACKGROUND:* Upon review of the exiting bylaws regarding special taxes being applied to each assessed property for fire services and sanitation, they were worded in a manner that would indicate they were only for the 2022 tax year.
* Accordingly, I have drafted new bylaws to apply the same fees in the 2023 tax year.
* There also have been some changes with respect to sanitation levy fees for the RV park. These will be captured in an amendment to Bylaw 13 of 2023 – The Trailer Licensing Fee Bylaw as per Council motion 025-2023.
 |
| **BUDGET & OTHER CONSIDERATIONS:**  Offsetting revenue for Fire & Protective Services and sanitation costs estimated at $12,000 each. |
| **RECOMMENDATION:*** That Council approve the attached draft bylaws to be able to charge a special levy for fire and sanitation services.
 |
| **PROPOSED MOTIONS:*** That Bylaw 01 of 2023 a Bylaw to Authorize a Special Tax for Fire Protection Services be introduced and read a first time; this bylaw is for three readings.
* That Bylaw 02 of 2023 a Bylaw to Authorize a Special Tax for Refuse Collection Services be introduced and read a first time; this bylaw is for three readings.
* That Bylaw 03 of 2023 a Bylaw to amend bylaw 13 of 2023 by replacing Schedule B be introduced and read a first time; this bylaw is for three readings.
 |
| **Respectfully Submitted by: Heather Scott, CAO** |

**RESORT VILLAGE OF ELK RIDGE**

**BYLAW NO. 01-2023**

**A BYLAW TO AUTHORIZE A SPECIAL TAX FOR FIRE PROTECTION SERVICES.**

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

1. A special tax shall be levied against every improved property that has a taxable assessment within the boundaries of the resort village for fire protection services to be completed within the current year.
2. The special tax rate to be levied against every improved property is $100.00.
3. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.
4. This bylaw shall come into effect on the day of its final passing.
5. Bylaw 10-2022 is hereby repealed.

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Mayor

 {Seal}

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Administrator

Read a third time and adopted

This \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2023.

**RESORT VILLAGE OF ELK RIDGE**

**BYLAW NO. 02-2023**

**A BYLAW TO AUTHORIZE A SPECIAL TAX**

**FOR REFUSE COLLECTION SERVICES**

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

1. A special tax shall be levied against every improved property used for residential or commercial purposes that has a taxable assessment within the boundaries of the Resort Village of Elk Ridge for refuse collection services.
2. The estimated cost of the refuse collection services for the current year is $12,000.
3. The special tax rate to be levied in 2022 against every improved taxable property used for residential or commercial purposes shall be as listed below and applicable to the respective areas of the municipality.

* 1. All developed properties that will have the benefit of a dumpster only on a year round basis shall be levied $60.00 as a Special levy.
1. The special taxes referred to in Section 3 shall be levied as one special tax against the property for 2023.
2. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing by September 1 in any given year requesting the Council to review the application or calculation of the tax rate regarding the property in question.
3. The Administrator will notify the persons, who have requested a review, of the time and date the Council will meet to hear and review the requests.
4. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.
5. This Bylaw shall come into effect on the day of its final passing.
6. Bylaw 26 – 2022 is hereby repealed.

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Mayor

 {Seal}

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Administrator

Read a third time and adopted

this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 2023.

**BYLAW NO. 03 of 2023**

**RESORT VILLAGE OF ELK RIDGE**

**A BYLAW TO REVISE BYLAW 13 OF 2022, A BYLAW RESPECTING PERMIT FEES FOR TRAILER PARKS, CAMPGROUNDS, RECREATION VEHICLE PARKS AND MOBILE HOME PARKS**

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

That Bylaw 13 of 2022 be amended by replacing “Schedule B” with the attached revised schedule.

This Bylaw comes into force and takes effect on final passing.

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Mayor

 {Seal}

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator

Read a third time and adopted

This \_\_\_\_\_ day of \_\_\_\_\_\_\_, 2023.

**Schedule “B”**

 **Service Fees**

The service fee shall be **$355.00** for each site, calculated as follows:

 $30 Sanitation Service

$100 Fire Service

 $225 Site Service Fee

 $355 Total

Operational Permit Holder Administration fee shall be $50.00 annually.

Late Payment Penalty shall be 12% per annum, calculated monthly, of outstanding monies owed to the Municipality.

**DECISION ITEM**

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| --- | --- |
| **Subject** | June 20th, 2023 Alternate Meeting Date |
| **Council Meeting Date Presented:** | February 14th, 2023 |
| **Agenda Item:** | 11.4 |
| **Prepared By:** | Heather Scott CAO |

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| BACKGROUND:* At the November 29th, 2022 Council meeting, Council set the regular monthly meeting dates for 2023 as follows:

**286-2022 ENGEL:**That Council set the 2023 Regular Council meeting dates on January 17; February 21; March 21; April 18; May 16; June 20; July 18; August 15; September 19; October 17; November 21; and December 19, 2023 at the Elk Ridge Resort. **SECONDED: SMITH-WINDSOR CARRIED*** The Administrator relayed these meeting dates to the Elk Ridge Resort event staff to book the meeting room in accordance with these dates. Each date worked out except for the June 20th meeting date because it fell on the date of a large golf event at the Resort.
* The following week was mentioned as a possible good alternative date or June 27th, 2023.
* Upon review also, SUMA is scheduled in Saskatoon April 16-19, 2023; meaning the April meeting would fall during the time that SUMA is happening. It might be a good idea to consider rescheduling this meeting as well.
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| **BUDGET & OTHER CONSIDERATIONS:**N/A |

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| **RECOMMENDATION:*** That Council change the June 20th meeting date to the following week, if it is convenient for everyone or provide an alternate meeting date.
* That Council similarly consider changing the April meeting date to the following week of April 25 or on the Thursday after the 18th being April 20, 2023.
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| **PROPOSED MOTIONS:*** That Council move the June 20th 2023 Regular Council Meeting to June 27th, 2023 at 3:00 p.m.
* That Council move the April 28th, 2023 Regular Council Meeting to April 25th, 2023 at 3:00 p.m.
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| **Respectfully Submitted by: Heather Scott, CAO** |
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**DECISION ITEM**

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| **Subject** | 2023 SUMA Convention |
| **Council Meeting Date Presented:** | February 14th, 2023 |
| **Agenda Item:** | 11.5 |
| **Prepared By:** | Heather Scott CAO |

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| BACKGROUND:* The 2023 SUMA Convention is scheduled to take Place April 16th – 19th, 2023 in Saskatoon. This convention alternates locations between Saskatoon and Regina annually.
* The Convention is an always an excellent function for networking and learning. It offers access to many consultants, advisors and municipal elected officials and provincial cabinet ministers and other provincial leaders.
* The convention is also usually the first opportunity to hear about new provincial changes and opportunities.
* As per council direction, two rooms have been booked in Saskatoon for this convention to ensure that there would be availability.
* The convention also offers a vast tradeshow which is a great opportunity to network with suppliers and discover what products and services are available in the province should they be needed by any member municipalities.
* The AGM offers delegates the change to vote on resolutions. There is one voting delegate position available for the Resort Village of Elk Ridge.
* The early bird deadline for registration is March 2nd, 2023. After that date, in person registration jumps up by $100.
* The cost for registration is $500 for SUMA members in person if registered before March 2, 2023. There is also an online registration for members who are not able to attend in person to be able to follow along with some of the speakers. This option is available to elected officials only.
* The in person registration fees entitles the attendee to admission to all dialogue, education and break out sessions, one ticket to the welcome reception, one ticket to the president’s banquet and awards ceremony, admission to the early access reception for the SUMA tradeshow, tradeshow viewing on Monday and Tuesday, a seat at the keynote speaker presentation, shuttle service to and from designated hotels, hot breakfast and lunch buffet for Monday and Tuesday, refreshments at scheduled breaks, a chance to dialogue with the provincial cabinet ministers and the opportunity to network with other municipal leaders.
* There are also two optional excursions that are not included in the registration costs of $50 each. These are 1) to the Saskatoon Landfill and tour of their new recycling facility and STARS Rescue facility. 2) A guided tour and indoor presentation of Wanuskewin Heritage Area.
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| **BUDGET & OTHER CONSIDERATIONS:*** $1000 registration plus accommodation costs, travel and meals not covered at the convention. It’s estimated that convention costs for two people would be between $2,000 - $2500.
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| **RECOMMENDATION:*** That Council approve for the attendance of two participants at the 2023 SUMA Convention and budget for the expense in the 2023 budget.
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| **PROPOSED MOTIONS:*** That Council approve for the attendance of two participants at the 2023 SUMA Convention in Saskatoon April 16-19 and budget $2500 in the 2023 budget.
 |
| **Respectfully Submitted by: Heather Scott, CAO** |
|  |

# Convention and Tradeshow

* [Home](https://suma.org/) /

* [Events](https://suma.org/events) /

* Convention and Tradeshow

# *****TUNE IN* at the 2023 Convention and Tradeshow****

### April 16-19 I TCU Place, Saskatoon

## Registration for Convention 2023 is now open!

Registration information will be sent to the **main contact** for each municipality. Didn't receive yours? Please contact **registration@suma.org**or call the SUMA office at  **306-525-3727****.**

# ****WHY ATTEND?****

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| **Shape Policy**Convention is an opportunity to influence policy, both locally and provincially. Shape SUMA’s policy direction through resolutions, sector meetings, and the new Dialogue with SUMA sessions. The annual bear pit and dialogue with ministers sessions provides delegates with the opportunity to put their municipal issues before the provincial government, as well as the media.  | **Networking**There are plenty of people to meet and plenty of opportunities to network. Connect with colleagues, peers, SUMA Board and staff members, and provincial and federal decision makers at the SUMA Convention during the President’s Banquet and Awards Ceremony, sessions, at breaks, and in your sector meeting. | **Municipal Marketplace**Sunday, April 16 - 4:00 p.m. to 6:00 p.m. **(NEW!)**Monday, April 17 - 7:30 a.m. to 3:30 p.m.Tuesday, April 18 - 7:30 a.m. to 10:30 a.m.One of the largest of its kind in Canada, SUMA’s tradeshow features booths with products and services that municipalities use each day.  |

# ****NEW AT CONVENTION 2023****

## **Excursions**

Each year, we at SUMA work to bring you new and innovative sessions. This year, for the first time, SUMA is excited to offer educational excursions. Take advantage of the spring weather and experience one of two optional excursions focused on the Saskatoon area. Space is limited, so register early!

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| Learn about daily operations at the Saskatoon Regional Waste Management Facility and their work towards environmental sustainability. Hear about Recovery Park, the recent expansion that is designed to improve recycling options at the landfill and provide space for future diversion opportunities. Guests will visit the newly built transfer station in Recovery Park to see how recycling and compost initiatives are incorporated into landfill operations. At the STARS Nutrien Hangar discover more about the STARS program, their community outreach work, and take an up-close look at the STARS helicopter. Light food and drink will be available at the hangar for participants. |
| The story of Wanuskewin is just beginning to be uncovered. Some archaeological dig sites date back thousands of years making them older than the Egyptian pyramids; these sites provide clues to the daily existence of the early peoples. At Wanuskewin, take in a dance presentation, enjoy Bannock and Muskeg tea, and have time to explore the gift shop, galleries, and exhibits. Participants will also have the choice between a guided outdoor walk or indoor guided programing. Traditional Games (Indoors)Northern Plains Technology (Indoors)Step Back in Time Walk (Outdoors) |

## **Early Access Reception**

Would you like an opportunity to enjoy a cash bar and appetizers while browsing the booths at the Municipal Marketplace presented by Kinetic GPO? At Convention 2023, SUMA is hosting an Early Access Reception so you can do just that. View the booths and connect with exhibitors ahead of the tradeshow's official opening. The Early Access Reception is taking place from 4:00 p.m. - 6:00 p.m. on April 16.

# ****FEATURED SPEAKERS****

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| ***Keynote - Cody Demerais*Sponsored by SaskWater**Cody Demerais is an award winning Metis entrepreneur born and raised in Prince Albert. He is an author, motivational speaker, and community advocate. In his keynote address, Cody will use his own experiences to share a message of resilience, focusing on the mental health and addictions crisis in Saskatchewan.  | ***MC - Joan McCusker*Sponsored by Brownlee LLP**Through her experiences as a teacher, mom, world champion curler, Olympic gold medalist, and CBC commentator, Joan McCusker has collected a number of observations on the attitudes that propel ordinary people to build extrordinary lives.Joan's presentation style is light and humourous, but her message is clear: attitude, team, and leadership is everything. | **Banquet Entertainers - Aerial Artists Fly Studios YXE and Deja Voodoo**Enjoy a three-course plated meal while being wowed by aerial artists from Fly StudiosYXE.After the awards program, dance, jive, and have the time of your life with Saskatoon band Deja Voodoo. Dressed for the era and performing music by artists such as Journey, Billy Idol, Joan Jett, ABBA, and more, Deja Voodoo will transport you back to the '80s. |

# To discover everything happening at #SUMA2023

# [VIEW THE BROCHURE](https://suma.org/pub/img/Convention%202023/2023_convention_brochure.pdf)

### **Value in Attending**

SUMA has been bringing members together for an annual convention since 1906. The biggest SUMA event of the year, and one of the biggest conventions in the province - brings together delegates from across the province. Convention offers unique experiences each year, but common themes: **ACCESS, INSPIRATION, EDUCATION**. See our [**Value of Convention**](https://suma.org/pub/img/Convention%202023/value_convention_2023.pdf) document to learn more.



Council Indemnity – $550

CAO Wages – $1993.64



