

Resort Village of Elk Ridge
August 15, 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.

3. Adoption of Minutes:

3.1 Minutes of the July 18, 2023 Regular Meeting. (Page 2-4)

MOTION: That the Minutes of the July 18, 2023 Regular Meeting be approved as presented.

4. Declaration of Conflict of Interest: None

5. Delegations Scheduled:

6. Public Hearings:

7. Public Acknowledgements:

8. Business Arising from Minutes:

9. New Business:

10. Motions:

11. Administration Reports:

11.1 CAO Report and Updates (page 5)

12. Financial Reports:

12.1 Page – Financial reports – May - July (pages 6-9)

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

13. Reading of Bylaw(s):

14. Notice of Motion:

15. Inquiries:

16. In camera:

16.1 Personnel – regarding filling the CAO position

17. Information Items/Correspondence:

18. Adjournment

Resort Village of Elk Ridge
Meeting Minutes
July 18, 2023 at 3:00 p.m. – Regular Meeting – Elk Ridge Resort

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

Michele Bonneau (Acting CAO)

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

20. Approval of Agenda:

172-2023 HEWETT: That the agenda for this meeting be approved as presented with added items.

SECONDED: SMITH-WINDSOR CARRIED

21. Adoption of Minutes:

3.1 Minutes of the June 30, 2023 Special Meeting

173-2023 DANBERG: That the Minutes of the June 30th, 2023 Special Meeting be approved as presented.

SECONDED: ENGEL CARRIED

3.2 Minutes of the June 27, 2023 Regular Meeting

174-2023 HEWETT: That the Minutes of the June 27, 2023 Regular Meeting be approved as presented.

SECONDED: ENGEL CARRIED

22. Declaration of Conflict of Interest: None

23. Delegations None

Scheduled:

5.1 Clint Austin – Joint Committee

175-2023 MCKAY: That once Elk Ridge Utility Ltd dissolves, the Resort Village of Elk Ridge will seek to employ the current Utility staff.

SECONDED: ENGEL CARRIED

176-2023 MCKAY: That any Elk Ridge Utility Ltd reserve funds transferred to the Resort Village of Elk Ridge shall be deposited into a

sewer and water capital reserve account dedicated to the capital requirements of the sewer and water utility.

SECONDED: SMITH-WINDSOR CARRIED

177-2023 MCKAY: That the Resort Village of Elk Ridge sees the benefit of establishing a utility advisory committee to assist in the transition of creating a Municipal Public Utility under the Resort Village.

SECONDED: DANBERG CARRIED

178-2023 MCKAY: That budget of the Joint Utility Review Committee be increased to \$35,000 from \$26,000 with the Resort Village of Elk Ridge and the Elk Ridge Utility Ltd each providing 50% (\$17,500) of the required funds.

SECONDED: SMITH-WINDSOR CARRIED

24. Public Hearings: None

25. Public Acknowledgements: None

26. Business Arising from Minutes: None

27. New Business:

28. Motions:

29. Administration Report:

179-2023 ENGEL: That the Acting Administrator's report be adopted as presented

SECONDED: SMITH-WINDSOR CARRIED

30. Financial Report:

180-2023 HEWETT: That Council receive and file the financial statement and list of accounts payable for June, 2023

SECONDED: ENGEL CARRIED

31. Reading of Bylaw(s): None

32. Notice of Motion: None

33. Inquiries: None

34. In camera: None

Councillors Danberg and Hewett left the meeting at 4:45 pm

181-2023 ENGEL: That Council go into incamera session on Outdoor Amenities and Waste Management Depot

SECONDED: SMITH-WINDSOR CARRIED

Present Incamera: Mayor McKay, Councillors Engel and Smith Windsor, Acting CAO

182-2023 SMITH-WINDSOR: That Council reconvene to open session at 5:05 pm
SECONDED: ENGEL CARRIED

183-2023 SMITH-WINDSOR: That Council enter into an agreement with Routes2SK for \$12,000 annually to provide for continued access by the ratepayers of the Resort Village of Elk Ridge and their guests to outdoor recreation amenities that are currently provided at no charge effective January 1, 2023.
SECONDED: ENGEL CARRIED

*Councillors Danberg and Hewett returned to open session meeting at 5:14 pm
Michele Bonneau, Acting CAO left the meeting at 5:14 pm*

184-2023 SMITH-WINDSOR: That Council go into incamera session at 5:15 pm on Personnel, regarding CAO position
SECONDED: ENGEL CARRIED

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

185-2023 ENGEL: That Council reconvene to open session at 5:44 pm
SECONDED: SMITH-WINDSOR CARRIED

35. Information Items/Correspondence:

17.1 Wendy Gowda, Settler of Assets Accounting

36. Adjournment:

186-2023 HEWETT: That the meeting adjourns at 5:45 pm
SECONDED: DANBERG CARRIED

ADMINISTRATOR'S REPORT: August 15, 2023

| Date | <u>ADMINISTRATION HIGHLIGHTS:</u> |
|------------|--|
| 2023-07-31 | Payroll - bi-weekly payroll - July 3 - 14, 2023 38 hours - paid July 21/23 |
| | Payroll - bi-weekly payroll - July 15 - 28, 2023 28 hours - paid August 10/23 |
| | ISC - still working on getting listed in the corporate registry - likely long process |
| | Accounts Payable - up to date |
| | Credit card - refund received - account up to date |
| | MEPP Reconciliation - Heather's account essentially reconciled +/- \$10 |
| | Munisoft - account up to date, training scheduled Oct/Nov |
| | SETS - Education Property Tax remittances - MUST be filed and paid by the 10th of the month. I didn't understand this process and as a result we have been penalized. \$500 (late filing fee). I have requested fees to be waived due to staffing change and lack of knowledge in this area. |
| | CRA - conducted an extensive review of 2022 filing and remittances - \$3632.33 was outstanding from 2022 and subsequent penalties and interest. \$4312.48 payment on Aug 8th updated account. |
| Date | <u>MINUTES FOLLOW UP</u> |
| | - no work done on GST remittance |
| | - High priority -work with auditors to complete 2022 year end |
| | - Next priority -work with Mayor McKay to develop agreement with Routes2SK regarding recreation amenities |
| Date | <u>OFFICE NOTES</u> |
| | |
| Date | <u>HR/PERSONNEL NOTES</u> |
| | - completed paper work for conditional certificate - next Board of Examiners meeting - Sept 12/23 \$275 fee for application |
| | - finished 2/5 classes from U or R and registered in another beginning August 30, |
| | - Aug 21 - 25, 2023 - Ladies Lobstick commitment - hours variable? |
| Date | <u>GRANT UPDATES/UPCOMING</u> |
| | |
| Date | <u>RATEPAYER CONCERNS</u> |
| | - leaning trees after high winds referred to owners to solve |
| | - cul-de-sac roads (Estates) referred to Condo board |

| RESORT VILLAGE OF ELK RIDGE | | | | | | |
|--|----------------------|----------------------|-----------------------|----------------------|----------------------|-------------|
| Statement of Financial Activities - Summary | | | | | | |
| for the Period Ending May, 2023 | | | | | | |
| | CURRENT | YEAR TO DATE | 2022 YTD | YEAR END | BUDGET | |
| REVENUES: | FORECAST | | | | | |
| Taxation | \$ 299,166.58 | \$ 296,902.30 | \$ 28,122.32 | \$ 296,902.30 | \$ 287,737.00 | |
| Fees & Charges | \$ 50.00 | \$ 50.00 | \$ 130.00 | \$ 18,845.00 | \$ 18,845.00 | |
| Maint. & Dvt. Charges | \$ 243.00 | \$ 243.00 | \$ 6,070.00 | \$ 11,000.00 | \$ 11,000.00 | |
| Grants | \$ 485.10 | \$ 970.20 | | \$ 36,848.00 | \$ 36,848.00 | |
| Investment Revenue | | | | \$ 8,000.00 | \$ 8,000.00 | |
| TOTAL REVENUES | \$ 299,944.68 | \$ 298,165.50 | \$ 34,322.32 | \$ 371,595.30 | \$ 362,430.00 | |
| EXPENDITURES | | | | | | |
| General Government Services | \$ 6,223.21 | \$ 36,776.51 | \$ 68,428.63 | \$ 109,857.00 | \$ 109,857.00 | |
| Protective Services | \$ - | \$ - | \$ 18,800.00 | \$ 33,800.00 | \$ 33,800.00 | |
| Transportation Services | \$ 793.80 | \$ 14,259.73 | \$ 19,669.00 | \$ 106,072.00 | \$ 106,072.00 | |
| Environmental Health Services | \$ 794.49 | \$ 3,956.42 | \$ 5,196.22 | \$ 29,100.00 | \$ 29,100.00 | |
| Planning & Dvt. Services | | \$ 450.00 | \$ 250.00 | \$ 22,000.00 | \$ 22,000.00 | |
| Rec. & Cultural Services | | | | \$ 26,800.00 | \$ 26,800.00 | |
| Utility | | \$ 2,240.00 | | \$ 13,000.00 | \$ 13,000.00 | |
| TOTAL EXPENDITURES | \$ 7,811.50 | \$ 57,682.66 | \$ 112,343.85 | \$ 340,629.00 | \$ 340,629.00 | |
| Operating Surplus/Deficit | \$ 292,133.18 | \$ 240,482.84 | \$ -78,021.53 | \$ 30,966.30 | \$ 21,801.00 | |
| Account Balances | | | | | | |
| Cash | | | | | | |
| Current Bank | \$ -3,116.63 | \$ 417,402.59 | \$ 413,141.50 | | | |
| Term Deposits | \$ - | \$ 200,000.00 | | | | |
| Total Cash | \$ -3,116.63 | \$ 617,402.59 | | | | \$ - |
| Municipal Taxes Receivable | | | | | | |
| Municipal - Tax Receivable - Current | \$ -2,827.43 | \$ 207,462.00 | \$ 92,708.50 | | | |
| Municipal - Tax Receivable - Arrears | \$ -89.34 | \$ -7,761.50 | \$ -6,790.00 | | | |
| Municipal Fire Levy #1 - Current | \$ -162.02 | \$ 13,351.59 | | | | |
| Municipal Fire Levy #1 - Arrears | \$ -5.47 | \$ -530.73 | | | | |
| Total Municipal Taxes Receivable | \$ -3,084.26 | \$ 212,521.36 | | | | \$ - |
| Other Receivables | | | | | | |
| Public School Taxes Receivable | \$ 322,875.95 | \$ 278,536.06 | -\$ 82,026.55 | | | |
| Due from Local Government | \$ - | \$ -345,348.72 | -\$ 345,348.72 | | | |
| GST Receivable | \$ 165.27 | \$ 6,976.33 | \$ 2,431.80 | | | |
| Total Other Receivables | \$ 323,041.22 | \$ -59,836.33 | -\$ 424,943.47 | | | |

| RESORT VILLAGE OF ELK RIDGE | | | | | | |
|--|----------------------|----------------------|-----------------------|----------------------|----------------------|--|
| Statement of Financial Activities - Summary | | | | | | |
| for the Period Ending June, 2023 | | | | | | |
| | CURRENT | YEAR TO DATE | 2022 YTD | YEAR END | BUDGET | |
| REVENUES: | | | | FORECAST | | |
| Taxation | \$ -360.84 | \$ 296,541.46 | \$ 321,436.36 | \$ 287,737.00 | \$ 287,737.00 | |
| Fees & Charges | \$ 25.00 | \$ 75.00 | \$ 130.00 | \$ 18,845.00 | \$ 18,845.00 | |
| Maint. & Dvt. Charges | \$ 5,790.00 | \$ 6,033.00 | \$ 14,566.40 | \$ 11,000.00 | \$ 11,000.00 | |
| Grants | \$ 33,917.00 | \$ 34,887.20 | \$ 30,586.10 | \$ 36,848.00 | \$ 36,848.00 | |
| Investment Revenue | | | | \$ 8,000.00 | \$ 8,000.00 | |
| TOTAL REVENUES | \$ 39,371.16 | \$ 337,536.66 | \$ 366,718.86 | \$ 362,430.00 | \$ 362,430.00 | |
| | | | | | | |
| EXPENDITURES | | | | | | |
| General Government Services | \$ 7,032.64 | \$ 43,809.15 | \$ 65,574.21 | \$ 109,857.00 | \$ 109,857.00 | |
| Protective Services | \$ 555.00 | \$ 555.00 | \$ 18,800.00 | \$ 33,800.00 | \$ 33,800.00 | |
| Transportation Services | \$ 7,152.74 | \$ 21,412.47 | \$ 27,373.23 | \$ 106,072.00 | \$ 106,072.00 | |
| Environmental Health Services | \$ 1,755.49 | \$ 5,711.91 | \$ 7,822.59 | \$ 29,100.00 | \$ 29,100.00 | |
| Planning & Dvt. Services | \$ 5,800.00 | \$ 6,250.00 | \$ 6,850.00 | \$ 22,000.00 | \$ 22,000.00 | |
| Rec. & Cultural Services | | | | \$ 26,800.00 | \$ 26,800.00 | |
| Utility | \$ 17,931.93 | \$ 20,171.93 | | \$ 13,000.00 | \$ 13,000.00 | |
| TOTAL EXPENDITURES | \$ 40,227.80 | \$ 97,910.46 | \$ 126,420.03 | \$ 340,629.00 | \$ 340,629.00 | |
| | | | | | | |
| Operating Surplus/Deficit | \$ -856.64 | \$ 239,626.20 | \$ 240,298.83 | \$ 21,801.00 | \$ 21,801.00 | |
| | | | | | | |
| Account Balances | | | | | | |
| Cash | | | | | | |
| Current Bank | \$ 58,185.04 | \$ 475,587.63 | \$ 631,447.27 | | | |
| Term Deposits | \$ - | \$ 200,000.00 | | | | |
| Total Cash | \$ 58,185.04 | \$ 675,587.63 | | | \$ - | |
| | | | | | | |
| Municipal Taxes Receivable | | | | | | |
| Municipal - Tax Receivable - Current | \$ -46,889.81 | \$ 139,921.58 | \$ 143,556.91 | | | |
| Municipal - Tax Receivable - Arrears | \$ -2,555.87 | \$ -10,317.50 | \$ 6,668.30 | | | |
| Municipal Fire Levy #1 - Current | \$ -3,654.30 | \$ 8,651.23 | \$ 11,073.80 | | | |
| Municipal Fire Levy #1 - Arrears | \$ -219.51 | \$ -750.24 | | | | |
| Total Municipal Taxes Receivable | \$ -53,319.49 | \$ 137,505.07 | | | \$ - | |
| | | | | | | |
| Other Receivables | | | | | | |
| Public School Taxes Receivable | -\$ 63,885.96 | \$ 185,867.36 | \$ 194,773.87 | | | |
| Due from Local Government | \$ - | | -\$ 345,348.72 | | | |
| GST Receivable | \$ 1,587.21 | \$ 2,910.87 | \$ 3,216.25 | | | |
| Total Other Receivables | -\$ 62,298.75 | \$ 188,778.23 | -\$ 147,358.60 | | | |

| RESORT VILLAGE OF ELK RIDGE | | | | | | |
|--|----------------------|----------------------|-----------------------|----------------------|----------------------|-------------|
| Statement of Financial Activities - Summary | | | | | | |
| for the Period Ending July, 2023 | | | | | | |
| | CURRENT | YEAR TO DATE | 2022 YTD | YEAR END | BUDGET | |
| REVENUES: | | | | FORECAST | | |
| Taxation | \$ 47.73 | \$ 296,589.19 | \$ 321,481.85 | \$ 287,737.00 | \$ 287,737.00 | |
| Fees & Charges | \$ 25.00 | \$ 100.00 | \$ 130.00 | \$ 18,845.00 | \$ 18,845.00 | |
| Maint. & Dvt. Charges | \$ - | \$ 6,033.00 | \$ 14,591.40 | \$ 11,000.00 | \$ 11,000.00 | |
| Grants | | \$ 34,887.20 | \$ 30,586.10 | \$ 36,848.00 | \$ 36,848.00 | |
| Investment Revenue | | | | \$ 8,000.00 | \$ 8,000.00 | |
| TOTAL REVENUES | \$ 72.73 | \$ 337,609.39 | \$ 366,789.35 | \$ 362,430.00 | \$ 362,430.00 | |
| EXPENDITURES | | | | | | |
| General Government Services | \$ 7,941.00 | \$ 51,750.15 | \$ 73,036.26 | \$ 109,857.00 | \$ 109,857.00 | |
| Protective Services | \$ - | \$ 555.00 | \$ 18,800.00 | \$ 33,800.00 | \$ 33,800.00 | |
| Transportation Services | \$ 793.80 | \$ 22,206.27 | \$ 28,128.54 | \$ 106,072.00 | \$ 106,072.00 | |
| Environmental Health Services | \$ 2,989.88 | \$ 8,701.79 | \$ 10,425.74 | \$ 29,100.00 | \$ 29,100.00 | |
| Planning & Dvt. Services | | \$ 6,250.00 | \$ 9,410.00 | \$ 22,000.00 | \$ 22,000.00 | |
| Rec. & Cultural Services | | | | \$ 26,800.00 | \$ 26,800.00 | |
| Utility | \$ -8,722.09 | \$ 11,449.84 | | \$ 13,000.00 | \$ 13,000.00 | |
| TOTAL EXPENDITURES | \$ 3,002.59 | \$ 100,913.05 | \$ 139,800.54 | \$ 340,629.00 | \$ 340,629.00 | |
| Operating Surplus/Deficit | \$ -2,929.86 | \$ 236,696.34 | \$ 226,988.81 | \$ 21,801.00 | \$ 21,801.00 | |
| Account Balances | | | | | | |
| Cash | | | | | | |
| Current Bank | \$ 156,995.65 | \$ 632,573.28 | \$ 631,447.27 | | | |
| Term Deposits | \$ - | \$ 200,000.00 | | | | |
| Total Cash | \$ 156,995.65 | \$ 832,573.28 | | | | \$ - |
| Municipal Taxes Receivable | | | | | | |
| Municipal - Tax Receivable - Current | \$ -20,718.53 | \$ 119,203.05 | \$ 78,812.69 | | | |
| Municipal - Tax Receivable - Arrears | \$ -1,082.19 | \$ -11,399.69 | \$ 1,438.42 | | | |
| Municipal Fire Levy #1 - Current | \$ -1,814.60 | \$ 6,836.63 | \$ 6,005.24 | | | |
| Municipal Fire Levy #1 - Arrears | \$ -109.63 | \$ -859.87 | | | | |
| Total Municipal Taxes Receivable | \$ -23,724.95 | \$ 113,780.12 | \$ 86,256.35 | | | \$ - |
| Other Receivables | | | | | | |
| Public School Taxes Receivable | -\$ 27,312.12 | \$ 158,555.24 | \$ 104,301.35 | | | |
| Due from Local Government | \$ - | | -\$ 345,348.72 | | | |
| GST Receivable | \$ 272.41 | \$ 3,183.28 | \$ 3,600.65 | | | |
| Total Other Receivables | -\$ 27,039.71 | \$ 161,738.52 | -\$ 237,446.72 | | | |

**Resort Village of Elk Ridge
Payment Register**

Report Date
2023-08-11 12:27 PM

Batch: 2023-00020 to 2023-00026

Page 1

Bank Code: Bank1 - Main Demand

| Payment # | Vendor | Date | Amount |
|---------------------------|-----------------------------|------------|------------|
| Manual Cheque | | | |
| 245- Man | MLT AIKINS LLP | 2023-06-15 | 18,777.97 |
| 246- Man | Leslie Tuchek | 2023-06-15 | 555.00 |
| 247- Man | Gary Provencher | 2023-07-06 | 175.00 |
| 248- Man | SUMA | 2023-07-06 | 40.00 |
| 249- Man | SUCCESS OFFICE SYSTEMS | 2023-07-06 | 33.30 |
| 250- Man | SUCCESS OFFICE SYSTEMS | 2023-07-06 | 464.35 |
| 251- Man | MUNISOFT | 2023-07-06 | 415.14 |
| 252- Man | Clint Austin | 2023-07-06 | 210.00 |
| 253- Man | WENDY GOUDA | 2023-07-06 | 4,612.00 |
| 254- Man | GREENLAND WASTE DISPOSAL LT | 2023-07-11 | 2,976.77 |
| 255- Man | ELK RIDGE RESORT | 2023-07-11 | 525.00 |
| 256- Man | MINISTRY OF FINANCE | 2023-07-18 | 63,980.95 |
| 259- Man | Gary Provencher | 2023-08-08 | 175.00 |
| 260- Man | ELK RIDGE RESORT | 2023-08-08 | 525.00 |
| 261- Man | ELK RIDGE RESORT | 2023-08-08 | 1,305.36 |
| 262- Man | MUNISOFT | 2023-08-08 | 447.11 |
| Total for Manual Cheque: | | | 95,217.95 |
| Online Banking | | | |
| 2023-0024 | Saskpower | 2023-07-06 | 833.49 |
| 2023-0025 | Sasktel | 2023-07-06 | 121.26 |
| 2023-0026 | CANADA REVENUE AGENCY | 2023-08-01 | 668.83 |
| 2023-0027 | CANADA REVENUE AGENCY | 2023-08-01 | 442.60 |
| 2023-0028 | AFFINITY MASTERCARD | 2023-08-08 | 235.45 |
| 2023-0029 | Saskpower | 2023-08-08 | 833.49 |
| 2023-0030 | CANADA REVENUE AGENCY | 2023-08-08 | 3,632.33 |
| 2023-0031 | CANADA REVENUE AGENCY | 2023-08-08 | 680.15 |
| Total for Online Banking: | | | 7,447.60 |
| Other | | | |
| Man 257 | MUNICIPAL EMPLOYEES PENSION | 2023-08-08 | 376.14 |
| Total for Other: | | | 376.14 |
| Total for Bank1: | | | 103,041.69 |

Payments Printed: 25