

Resort Village of Elk Ridge
Agenda
December 19 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 November 21, 2023 Regular Meeting

MOTION: That the Minutes of the November 21, 2023 Regular Meeting be approved as presented.

3.2 Minutes of the December 2, 2023 Special Meeting

MOTION: That the Minutes of the December 2, 2023 Special 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:

9.1 Request to contribute to the cost of the New Year's Eve fireworks in Elk Ridge.

9.2 Public Disclosures Statement

9.3 Tangible Capital Assets Policy

9.4 Fire Agreement

9.5 Recreation use agreement

10. Motions:

10.1 PROPERTY TAX INCENTIVES AND PENALTIES

MOTION: That Bylaw No. 01-2022 be revised to eliminate Section 4, the Incentive Program – Prepayments on the current year's property taxes.

- Current cost to the Resort Village as of November 30, 2023 is **\$4072.97** and **\$1278.38** penalties on arrears. In 2022, **\$4445.77** lost with discounts and **\$1750.38** penalties on arrears.
- Town of Rosthern – No incentives, just penalties

11. Administration Reports:

11.1 CAO Report and Updates

12. Reading of Bylaw(s):

13. Notice of Motion:

14. Inquiries:

15. In camera:

15.1 Elk Ridge Utility

16. Information Items/Correspondence:

17. Adjournment

Resort Village of Elk Ridge
Meeting Minutes
November 21, 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 (CAO)

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

2. Approval of Agenda:

222-2023 HEWETT: That agenda for this meeting be approved as presented with added items. (5.1 Hugh Munro, 14.1 Notice of Motion)

SECONDED: SMITH-WINDSOR CARRIED

3. Adoption of Minutes:

3.1 Minutes of the October 17, 2023 Regular Council Meeting

223-2023 ENGEL: That the Minutes of the October 17, 2023 Meeting be approved as presented.

SECONDED: DANBERG CARRIED

4. Declaration of Conflict of Interest: None

5. Delegations Scheduled: None

5.1 Joint Committee Final Report Establishing a Public Utility

Clint Austin

Hugh Munro

224-2023 MCKAY: That Council adopt, in principle, the Joint Utility Review Committee’s Final Report dated November 15, 2023.

SECONDED: DANBERG CARRIED

225-2023 SMITH-WINDSOR: That Council thank the four Elk Ridge Utility Ltd appointees Clint Austin, Darcy Simoneau, Gord Webster, Rob Thurmeier, and the three Resort Village appointees Councillor Danberg, Councillor Engel and Mayor McKay for their time, expertise,

and due diligence in serving on the Joint Utility Review Committee.

SECONDED: HEWETT CARRIED

226-2023 MCKAY: That the Resort Village of Elk Ridge agrees, upon voluntary dissolution of the Elk Ridge Utility Ltd. To amalgamate the Utility's operations, assets and property under the Resort Village and establish a Public Utility pursuant to the Municipalities Act.

SECONDED: ENGEL Motion not voted on due to referral motion

227-2023 DANBERG: That the motion be referred to a Special Meeting of Council to be held December 2, 2023 at 1:00 pm at Elk Ridge Resort Lodge.

SECONDED: HEWETT CARRIED

6. Public Hearings: None

7. Public Acknowledgements:

8. Business Arising from Minutes: None

9. New Business:

10. Motions:

11. Administration Report:

228-2023 HEWETT: That the administrator's report be adopted as presented.

SECONDED: SMITH-WINDSOR CARRIED

12. Financial Report:

229-2023 ENGEL: That Council receive and file the list of accounts payable to October 31, 2023

SECONDED: SMITH-WINDSOR CARRIED

13. Reading of Bylaw(s): None

14. Notice of Motion: None

14.1 Bylaw 01-2022 – A Bylaw to Establish Property Tax Incentives and Penalties

15. Inquiries: None

16. In camera: None

17. Information Items/Correspondence:

18. Adjournment:

230-2023 HEWETT: That the meeting adjourn at 5:25 pm

SECONDED: DANBERG

CARRIED

Mayor

CAO

Resort Village of Elk Ridge
Meeting Minutes
December 2, 2023 1:00 pm – Special Meeting – Discovery Centre

Present: Mayor Garry McKay
Councillor Trudy Engel
Councillor Margaret Smith-Windsor
Councillor Ross Hewett (via phone)
Councillor Danberg (via phone)

Holly McKay (Acting CAO)

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

Mayor MCKAY indicated that CAO Michele Bonneau would not be attending the meeting due to a personal matter resulting in the need to appoint an acting CAO for this meeting.

231-2023 SMITH-WINDSOR: That Holly McKay be appointed Acting CAO for the duration of this meeting and paid as per the established Council Remuneration Rate for a Special Council Meeting.

SECONDED: ENGEL

Mayor MCKAY declared a conflict of Interest and left the meeting at 1:01 pm.

Deputy Mayor SMITH-WINDSOR assumed the chair and called for the vote on the motion.

CARRIED

Mayor MCKAY returned to the meeting at 1:02 pm and assumed the Chair.

2. Approval of Agenda:

232-2023 ENGEL: That the agenda for this meeting be approved as presented.

SECONDED: DANBERG **CARRIED**

3. Delegations Scheduled: Mayor MCKAY advised that the Notice and Purpose of this Special Meeting was posted on the website, Community Billboard, The Resort Village bulletin board and an email was forwarded to all property owners. No requests to speak to the matter were received.

4. Business Arising from Minutes:

233-2023 SMITH-WINDSOR: That the referred Utility motion from the November 21, 2023 Council Meeting be lifted from the table.”

SECONDED: ENGEL **CARRIED**

234-2023 MCKAY: That the Resort Village of Wlk Ridge agrees, upon voluntary dissolution of the Elk Ridge Utility Ltd, to amalgamate the Utility's operations, assets and property under the Resort Village and establish a Public Utility pursuant to the Municipalities Act.

SECONDED: DANBERG **CARRIED**

5. Adjournment:

235-2023 HEWETT: That the meeting adjourn at 1:20 pm

SECONDED: ENGEL **CARRIED**

Mayor

CAO

From: Len Hergott <len.hergottcaseih@sasktel.net>

Date: December 5, 2023 at 9:49:57 AM CST

To: Garry McKay <Mckay.elkridge@sasktel.net>

Subject: Re: Municipalities and the Subdivision Process | Subdivision and Land Use | Government of Saskatchewan

Good morning Garry,

We were wondering if the Village would be interested to help out with the New Years Eve fireworks. We are looking for \$500. donation if possible.

Thanks for your consideration

Len

**RESORT VILLAGE OF ELK RIDGE
PUBLIC DISCLOSURE ANNUAL DECLARATION
Form 2**

Name: _____

I hereby declare that no material change has occurred since my last Public Disclosure Statement was filed.

OR

The following are changes to my last Public Disclosure Statement:

Name	
Address	
Disclosure of Employer, etc.	
Disclosure of Corporate Interests	
Disclosure of Partnerships	
Disclosure of Business Arrangements	
Disclosure of Property Holdings	
Disclosure of Contracts and Agreements	

Details of Changes:

DECLARATION

I, _____, of the [FULL NAME OF MUNICIPALITY], in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this ____ day of _____, 20 ____.

Witness

Signature of Declarant

Date Received: _____

Administrator Signature: _____



Policy Name:	Tangible Capital Asset Policy	Effective Date:	January 1, 2022
Policy Number:		Approval Date:	December 19, 2023
Policy Area:	General Government	Council Resolution	
Policy Section:	Asset Management	Number:	
No. of Pages:	10		

PURPOSE

- 1) The objective of this policy is it to outline the accounting and reporting requirements for tangible capital assets.

SCOPE

- 2) This policy applies to all Resort Village departments, agencies and other organizations falling within the reporting entity of the Resort Village of Elk Ridge.

DEFINITIONS

- 3) **Amortization** is a rational and systematic manner of allocating the cost of an asset over its estimated useful life.
- 4) **Betterments** are enhancements to be the service potential of a capital asset such as:
 - a) an increase in the previously assessed physical output or service capacity;
 - b) a reduction in associated operating costs;
 - c) an extension of the estimated useful life; or
 - d) an improvement in the quality of output.
- 5) **Capital Assets** are non-financial assets having physical substance that:
 - a) are held for use by the municipality in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
 - b) have useful lives extending beyond a year and are intended to be used on a continuing basis; and
 - c) are not intended for sale in the ordinary course of operations.
- 6) **Capital-type expenses** are costs for assets that meet the definition of a capital asset but are less than the thresholds. These assets are expensed in the year in which they are purchased.
- 7) **Cost** is the amount of consideration given up to acquire, construct, develop or better a capital asset and includes all costs directly attributable to its acquisition, construction, development or betterment, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed capital asset is considered to be equal to its fair value at the date of contribution.

- 8) **Disposal** refers to the removal of a capital asset from service as a result of sale, destruction, loss or abandonment.
- 9) **Estimated Useful Life** is the estimate of the period over which a capital asset is expected to be used or the number of units of production that can be obtained from the asset. It is the period over which an asset will be amortized and is normally the shortest of the physical, technological, commercial or legal life.
- 10) **Fair Value** is the amount of the consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties, who are under no compulsion to act.
- 11) **Financial Assets** are assets that are available to discharge existing liabilities or finance further operations and are not for consumption in the normal course of operations. Examples of financial assets are cash on hand, accounts receivable and inventories for resale.
- 12) **Gain on Disposal** is the amount by which the net proceeds realized upon an asset's disposal exceed the asset's net book value.
- 13) **Hours of Production Method** is an amortization method which allocated the cost of an asset based on its estimated hours of use or production.
- 14) **Leased Capital Assets** are non-financial assets leased by the municipality for use in the delivery of goods and services. Substantially all of the benefits and risks of ownership are transferred to the municipality without requiring the transfer of legal ownership.
- 15) **Loss on Disposal** is the amount by which the net book value of a capital asset exceeds the net proceeds realized upon the asset's disposal.
- 16) **Net book Value** is the capital asset cost less accumulated amortization and any write-downs. It represents the asset's unconsumed cost.
- 17) **Non-financial Assets** are assets that do not normally provide resources to discharge liabilities. They are employed to deliver municipal services, may be consumed or used up in the delivery of those services, and are not generally for sale. Examples of non-financial assets are capital assets and inventories held for consumption or use.
- 18) **Repairs and Maintenance** are ongoing activities to maintain a capital asset in operating condition. They are required to obtain the expected service potential of a capital asset over the estimated useful life. Costs for repairs and maintenance are expensed.
- 19) **Residual Value** is the estimated net realizable value of a capital asset at the end of its estimated useful life. A related term, salvage value, refers to the realizable value at the end of an asset's life. If the municipality expects to use a capital asset for its full life, residual value and salvage value are the same.
- 20) **Service Potential** is the output or service capacity of a capital asset.
- 21) **Straight-Line Method** is an amortization method which allocated the cost of a capital asset equally over each year of its estimated useful life.

- 22) **Threshold** is the minimum cost an individual asset must have before it is recorded as a capital asset on the statement of financial position.
- 23) **Work in Progress** is the accumulation of capital costs for partially constructed or developed projects.
- 24) **Works of art and historical treasures** are property that has cultural, aesthetic, or historical value that is worth preserving perpetually. These assets are not capitalized as their service potential and expected future benefits are difficult to quantify.
- 25) **Write-down** is a reduction in the cost of a capital asset as a result of a decrease in the quality or quantity of its service potential. A write-down should be recorded and expensed in the period the decrease can be measured and it expected to be permanent

POLICY

Legislation

- 26) The *Municipalities Act*, section 185 requires the municipal financial statement to be prepared in accordance with generally accepted accounting principles for municipal governments recommended by the Canadian Institute of Chartered Accountants.
- 27) The policy is effective January 1, 2009.

Capital Asset Categories

- 28) Capital assets should be assigned to the categories outline in Schedule A based on their nature, characteristics and useful life.

Excluded Assets

- 29) The following assets should not be capitalized and amortized:
- i) land (or other assets) acquired by right, such as Crown, forests, water and mineral resources;
 - ii) works or art and historical treasures; and
 - iii) intangible assets such as patents, copyrights and trademarks.

Assets Held for Sale

- 30) Assets held for sale which otherwise would have been reported as capital assets may be required to be reported as financial assets.

Costs

- 31) The cost of a capital asset includes the purchase price of the asset and other acquisition costs, such as installation costs, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation insurance costs and duties.
- 32) The cost of a constructed asset includes direct construction or development costs such as materials, including inventories held for consumption or use, and labour and overhead costs directly attributable to the construction or development activity. Capitalization of administrative costs should be limited to salaries, benefits and travel for staff directly involved with project delivery (e.g., project management or construction).
- 33) Where several capital assets are purchased together, the cost of each asset is determined by allocating the total price paid in proportion to each asset's relative fair value at the time of acquisition.

- 34) Interest expense related to financing costs incurred during the time a capital asset is under construction or development can be included in the cost of the capital asset until the asset is put into service.
- 35) If the construction or development of a capital asset is not completed to a usable state, the costs that would otherwise be capitalized should be expensed.

Thresholds

- 36) The threshold for each category represents the minimum cost and individual asset must have before it is to be recorded as a capital asset on the statement of financial position.
- 37) Capital assets not meeting the threshold are expensed in the year in which they are purchased. Costs for these assets are referred to as capital-type expenses.
- 38) Thresholds should be applied on an individual asset or per item basis.
- 39) Schedule B outlines the thresholds for each capital asset category.

Estimated Useful Life

- 40) The estimated useful life is the period over which a capital asset is expected to provide services. An asset's useful life can be estimated based on its expected future use, effects of technological obsolescence, expected wear and tear from use or the passage of time, the level of maintenance and experience with similar assets.
- 41) All capital asset categories have predetermined estimated useful lives as outlined in Schedule B. The estimated useful lives shown here are intended to apply to assets in new condition.
- 42) When used assets are acquired the estimated useful lives should be reduced based on the age and condition of the asset Amortization
- 43) Amortization is calculated using the straight-line method based on the estimated useful life of each asset.
- 44) Land has an unlimited estimated useful life and should not be amortized.
- 45) Amortization should be calculated based on the full cost of the capital asset. Where an asset's expected residual value is expected to be significant in comparison to the asset's costs (20% or more), the amount would be deducted from the cost which calculating amortization.
- 46) Amortization should begin in the year following the year in which the costs were incurred.
- 47) No amortization should be recorded in the year an asset is disposed of. This does not apply to deemed disposals.
- 48) No amortization should be recorded on which in progress or capital asset which have been removed from service but not yet disposed of disposals.
- 49) This disposal of a capital asset results in its removal from service as a result of sale, destruction, loss or abandonment.
- 50) When a capital asset is disposed of, the cost and the accumulated amortization should be removed from the accounting records and any gain or loss recorded.
- 51) Costs of disposal paid by the municipality should be expensed.

52) A gain or loss on disposal is the difference between the net proceeds received and the net book value of the asset and should be accounted for as a revenue or expense, respectively, in the period the disposal occurs.

Write-downs

53) A capital asset should be written down when a reduction in the value of the asset's service potential can be measured and the reduction is expected to be permanent.

54) Conditions that may indicate that a write-down is required include an expectation of providing services at a lower level than originally planned, a change in use for the asset, technological advances which render the asset obsolete or other factors such as physical damage which reduce the asset's service potential. Documentation for write-down should be retained.

55) Write-downs of capital assets should be accounted for as an expense in the current period.

56) Annual amortization of an asset that has been written down should be calculated using the net book value after the write-down and the remaining estimated useful life.

57) Regardless of any change in circumstances, a write-down should not be reversed.

BETTERMENTS

58) Betterments are enhancements to the service potential of a capital asset, such as:

- a) an increase in the previously assessed physical output or service capacity;
- b) a reduction in associated operating costs;
- c) an extension of the estimated useful life; or
- d) an improvement in the quality of output

59) Betterments which meet the threshold of the applicable capital asset category are capitalized. Otherwise, they are expenses.

60) Repairs and maintenance which are necessary to obtain the expected service potential of a capital asset for its estimated useful life are not betterments. These costs should be expensed when incurred. They include:

- a) repairs to restore assets damaged by fire, flood, accidents or similar events, to the condition just prior to the event; and
- b) routine maintenance and expenditures, such as repainting, cleaning and replacing minor parts.

61) Where a betterment enhances the service potential of a capital asset without increasing its estimated useful life, the amortization period should remain the same.

62) Where a betterment increases the estimated useful life of a capital asset, its useful life should be changed.

63) Where a betterment involves the replacement of an identifiable component of a capital asset, the original cost of that component and the related accumulated amortization should be removed from the accounting records.

CAPITAL CONTRIBUTIONS

64) When the municipality received funds from a third party, such as the provincial or federal government, to assist with the construction or purchase of a capital asset, the full cost of the asset should be recorded. The funds received should be recognized as revenue.

DONATED ASSETS

65) If a capital asset is donated to the municipality, the cost is its fair value at the date of contribution. Fair value of a donated capital asset may be estimated using market or appraised value.

CAPITAL LEASE

66) Capital leases are a means of financing the acquisition of a capital asset where the lessee carries substantially all of the risks and benefits of ownership. Capital leases are recorded as if the lessee had acquired the asset and assumed a liability.

67) If one or more of the following criteria exists, the lease should be accounted for as a capital lease:

- a) There is reasonable assurance that the municipality will obtain ownership at the end of the lease. (Transfer of ownership occurs at the end of the lease or the lease has a bargain purchase option.)
- b) The municipality will receive substantially all of the economic benefits of the assets. (This lease term is 75% or more of the economic life of the asset).
- c) The lessor is assured of recovering the investment in the asset and earning a return. (The present value of the minimum lease payment is 90% or more of the fair value of the asset.)

68) Where at least one of the conditions in the preceding paragraph is not present, other factors may indicate that a capital lease exists.

69) For example, a capital lease may exist if:

- a) the municipality owns or retains control of the land on which a leased asset is located and the asset cannot be easily moved;
- b) the municipality contributes significant assistance to finance the cost of acquiring or constructing the asset that it will lease; or
- c) the municipality bears other potential risks, such as obsolescence, environmental liability, uninsured damage or condemnation of the asset and any of these are significant.

70) Operating leases are leases in which the lessor does not transfer substantially all the benefits and risks of ownership. If the arrangement is an operating lease, lease payment should be expensed, and no liability recorded.

71) If the arrangement is a capital lease, the municipality should apply the thresholds of the appropriate capital asset category.

72) If the thresholds are not met, an expense and a liability should each be recorded for the present value of the minimum lease payments.

- 73) If the thresholds are met, a capital asset and a liability should each be recorded for the present value of the minimum lease payments. The leased asset should be amortized over the lesser of the lease term or estimated useful life for similar capital assets as outlined in Schedule B.
- 74) Executory and maintenance costs should be excluded when calculating minimum lease payments. The discount rate should be the lesser of the municipality's incremental borrowing rate or the interest rate implicit in the lease, if determinable.

WORK IN PROGRESS

- 75) Where the construction or development of a capital asset occurs over several years, capital costs should be accumulated until the asset is ready for use.
- 76) Identify these costs as work in progress for any interim and year-end reporting.
- 77) The municipality should not record amortization on work in progress.
- 78) A work in progress account should be established to allow work in progress capital costs to be tracked separately from assets subject to amortization.
- 79) Examples of work in progress are the construction of a new road or building or the development of an asset which occurs over several years. Work in progress would also include down payments and deposits which are to be applied to the cost of a capital asset.

Capital Asset Categories
Schedule A

CAPITAL ASSET CATEGORY	CAPITAL ASSETS	CAPITAL ASSET COSTS
Land	1) Land acquired for parks and recreation and recreation, conservation purposes, building sites and other programs. 2) Land purchased for construction of road surface, drainage areas and allowances or future expansions.	1) Purchase price. 2) Professional fees for title searches, architect, legal, engineering, appraisals, environmental surveys. 3) Improvement and development costs such as land excavation, filling, grading, drainage, demolition of existing buildings (less salvage).
Land Improvements	1) Fencing and gates, parking lots, paths and trails, landscaping, swimming pools and playgrounds.	1) Original purchase price or completed project costs including costs of material and labour or costs of a contractor.
Buildings - High Quality Construction Buildings - Medium Quality Construction Buildings – Average Quality Construction Buildings - Short Term	1) Buildings with fireproofed structural steel frames with reinforced concrete or masonry floors and roofs. 2) Buildings with reinforced concrete frames and concrete or masonry floors and roofs. 3) Buildings with masonry or concrete exterior walls, and wood or steel roof and floor structures, except for concrete slabs on grade. 4) Operational storage facilities, sheds, small buildings, salt sheds, asphalt tanks, inventory storage buildings and pump houses.	1) Original purchase price or completed project costs including basic costs of material and labour or costs of a contractor. 2) Costs to remodel, recondition or alter a purchased building to make it ready to use for the acquired purpose. 3) Preparation of plans blueprints, and specifications. 4) Costs of building permits, studies, tests (pre-acquisition costs). 5) Professional fees for title searches, architect, legal, engineering, appraisals, environmental surveys. 6) Operating costs such as temporary buildings used during construction.
Building Upgrades	1) Major repairs that increase the value or useful life of the building such as structural changes.	1) Complete project costs including basic costs of material and labour or costs of a contractor. 2) Preparation of plans, blueprints, and specifications.

		<ul style="list-style-type: none"> 3) Cost of building permits, studies, tests. 4) Professional fees for architect, legal, engineering, appraisals, environmental surveys. 5) Operating costs such as temporary buildings used during construction.
Building Improvements	1) Improvements that are not structural such as the installation or upgrade of heating and cooling systems, plumbing, electrical, telephone systems.	1) Complete project costs including material and labour.
Leasehold & Occupancy Improvements	1) Improvements that increase the functionality of leased or similar accommodations (refer to the assets listed under the "building improvements" category).	1) Costs similar to those listed under the "building upgrades" category.
Operating Equipment (Includes Heavy Equipment)	1) Equipment specific to maintenance, shop and sanitation, laboratories, medical, dental, safety, appliances, scientific research, hospitals, education and communication such as forklifts, welding machines, utility trailers, security systems, snowplows, radios, freezers, refrigerators, washers, meters, defibrators.	<ul style="list-style-type: none"> 1) Original contract price or invoice price. 2) Freight charges. 3) Sales taxes on acquisition. 4) Installation charges. 5) Charges for testing and preparation. 6) Costs of reconditioning used items when purchased. 7) Parts and labour associated with the construction of equipment.
Vehicles	1) Used primarily for transportation purposes such as automobiles, trucks under one tonne, vans, boats, all terrain vehicles, snowmobiles, motorcycles, and ambulances.	<ul style="list-style-type: none"> 1) Original contract price or invoice price. 2) Freight charges. 3) Sales taxes on acquisition. 4) Costs of reconditioning used items when purchased.
Computer Hardware	1) Servers, voice logging equipment, scanners, printers, hard drives, modems, tape drives, and plotters.	<ul style="list-style-type: none"> 1) Purchase price. 2) Installation charges. 3) Freight and transit charges. 4) Sales taxes on acquisition.
System Development	1) Consultant fees, web site development and custom develop software.	<ul style="list-style-type: none"> 1) External direct costs of materials and services such as consultant fees. 2) Web site development costs.

		<ul style="list-style-type: none"> 3) Costs to acquire software and any custom development. 4) Salary and related benefits of employees directly associated with the application development stage. 5) Costs of upgrades that improve the functionality of the system.
Office Furniture and Equipment	<ul style="list-style-type: none"> 1) Desks, tables, chairs, filing cabinets, fax machines, photocopiers, videoconferencing stations, projectors, and digital cameras. 	<ul style="list-style-type: none"> 1) Original contract price or invoice price. 2) Freight and installation charges. 3) Sales taxes on acquisition. 4) Costs of reconditioning used items when purchased. 5) Parts and labour associated with the construction of furniture.

Roads/Streets - Construction	<ul style="list-style-type: none"> 1) Municipal roads. 	<ul style="list-style-type: none"> 1) Direct costs of construction including tender construction costs, labour, materials, survey costs, and project specific design costs. 2) Construction and material costs related to overhead structures and signage. 3) Salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection and quality control.
Roads/Streets - Repaving	<ul style="list-style-type: none"> 1) Major resurfacing and preservation overlays on municipal roads. 	<ul style="list-style-type: none"> 1) Direct costs of construction including labour and materials. 2) Salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection and quality control.
Culverts	<ul style="list-style-type: none"> 1) Culverts. 	<ul style="list-style-type: none"> 1) Direct costs of construction including tender construction costs, labour, materials, survey costs, and project specific design costs. 2) Salary and travel costs for employees assigned to the project

		for direct management, inspection and quality control.
Roads/Streets - Other	1) Light systems (traffic, outdoor, street) signals for railways, new signage initiative, rumble strips and aggregate pit acquisition costs.	1) Original purchase price. 2) Installation charges. 3) Charges for testing and preparation. 4) Parts and labour associated with construction and installation.
Curbs, Gutter & Sidewalks	1) Curbs, curb & gutter, and sidewalks; new construction and replacement. 2) Does not include repairs or maintenance.	1) Direct costs of construction including tender construction costs, labour, materials, survey costs, and project specific design costs.
Water and Sewer Infrastructure	1) Mains, dams, drainage facilities, docks, sewer systems, sewage lagoons, marinas, reservoirs, pumping facilities, tanks and associated infrastructure.	1) Original purchase price. 2) Direct costs of construction including labour and materials. 3) Salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection and quality control.
Other Infrastructure	1) Landfills, tanker bases, helipad, dump stations.	1) Costs that support infrastructure but are not included in any other category.

Capital Asset Thresholds, Estimated Useful Lives and Amortization Schedule B

The table below outlines the threshold and estimated useful life application to each capital asset category. A threshold of ALL means that all capital asset purchases, regardless of cost, are recorded.

CAPITAL ASSET CLASS AND CATEGORY	THRESHOLD	ESTIMATED USEFUL LIFE	AMORTIZATION
Land and Land Improvements			
Land	All	Indefinite	N/A
Land Improvements	\$10,000	20 years	Straight-Line
Buildings and Building Improvements			
Buildings	\$10,000	40 years	Straight-Line
Building Upgrades	\$10,000	40 years	Straight-Line
Building Improvements	\$10,000	15 years	Straight-Line
Leasehold Improvements	\$10,000	15 years	Straight-Line
Engineered Structures	\$10,000	40 years	Straight-Line
Machinery, Equipment & Vehicles			
Operating Equipment	\$10,000	10 years	Straight-Line
Vehicles	\$10,000	10 years	Straight-Line
Office and Information Technology			
System Development - Packaged System	\$10,000	10 years	Straight-Line
Computer Hardware & Office Equipment	\$10,000	5 years	Straight-Line
Office Furniture	\$10,000	10 years	Straight-Line
Infrastructure			
Road/Street - Construction	ALL	40 years	Straight-Line
Road/Street - Paving	ALL	15 years	Straight-Line
Road/Street – Resurfacing SB90	ALL	10 years	Straight-Line
Road/Street - Other	ALL	15 years	Straight-Line
Culverts	ALL	35 years	Straight-Line
Curb & Gutter & Sidewalk	ALL	30 years	Straight-Line
Water & Sewer Infrastructure	ALL	50 years	Straight-Line
Infrastructure - Other	ALL	15 years	Straight-Line

Community Use of Privately Owned Outdoor Recreation Amenities Agreement

between the Resort Village of Elk Ridge

and

Routes2SK Inc.

This Agreement has been entered into by the **Resort Village of Elk Ridge** and **Routes2SK Inc.** for the purpose of obtaining continued access for Resort Village of Elk Ridge ratepayers and their guests to outdoor recreation amenities owned and maintained by Routes2SK Inc.

1. Routes2SK Inc shall permit the use of all outdoor recreation amenities, excluding golf, at no charge to the Resort Village of Elk Ridge's ratepayers and their guests, excluding renters, including:
 - a. hiking trails
 - b. skating pond
 - c. Crokicurl
 - d. toboggan hill(s)
 - e. cross country ski trails
2. The provision of sporting equipment required for use of the outdoor amenities, such as cross-country skis and skates, are the responsibility of individual users. Routes2SK Inc. may, at their sole discretion, provide the required individual sporting equipment at rental rate(s) as established by Routes2SK Inc.
3. Routes2SK Inc shall be responsible for the maintenance of the outdoor recreation amenities. The level of maintenance shall be determined solely at the discretion of Routes2SK Inc. Routes2SK Inc. may discontinue maintenance of any or all the outdoor amenities. Routes2SK Inc shall be responsible for all costs associated with maintaining the outdoor recreation amenities.
4. Routes2SK Inc may prohibit use of the outdoor facilities to any ratepayer(s) or their guest(s) that are not following the established recreation amenities use policies and procedures.
5. The Resort Village of Elk Ridge shall pay a fee of \$12,000/year. Upon the written request of either party, the parties shall meet within 30 days and review the established annual fee paid by the Resort Village.
6. Routes2SK Inc will invoice The Resort Village in January of each year and payment is due within 30 days. A late payment fee of 1%/per month may be levied.

7. Either party may terminate this Agreement as follows:


- a) The Resort Village of Elk Ridge may terminate this Agreement by providing a minimum of three (3) months notice.
- b) Routes2SK Inc may terminate this Agreement by providing a minimum of three (3) months notice. If the Agreement is terminated prior to December 31 in any year Routes2SK Inc. shall reimburse the Resort Village of Elk Ridge, on a pro-rated basis, for the remaining of the year. For example, if the Agreement is terminated as of September 30, three months in advance of December 31, Routes2SK Inc. would reimburse the Resort Village one-quarter (1/4) of the current year's fee previously invoiced and paid.

8. This agreement comes into force on January 1, 2023.


Signed this 7 of December 2023.



Mayor, Resort Village of Elk Ridge



CAO, Resort Village of Elk Ridge



Dave Bryson, Director, Routes2SK Inc.



Witness, Routes2SK Inc.

NOTICE OF MOTION

MOTION: that Bylaw No. 01-2022 be revised to eliminate Section 4, the Incentive Program - Prepayments on the current year's property taxes.

Rationale:

1. The discount only applies on the municipal portion of the taxes. Government disallowed discounts on the Education portion years ago.
2. There is no advantage to the Resort Village in offering discounts. Cash flow for the Resort Village is not an issue.
3. There is a better advantage to the ratepayer if they invested the full tax amount on January 1st (say, \$4000) in a one-year guaranteed investment and by December 31st, they would gain \$200 in interest. They then pay their taxes by December 31st of that year with no penalty. Whereas, prepaying the taxes in January only saves \$120.

*Assuming a 5% rate of return on a \$4000 GIC and a 6% discount in January on the \$2000 municipal portion of the property tax.

4. The advantage to the Resort Village is eliminating a lot of administrative time and cost: estimating the discount (based on the previous year's tax), entering and banking, issuing a receipt, recalculating the actual amount based on the current year's assessment, issuing an invoice, printing and postal costs, entering payment and banking, issuing a final receipt, printing and postal costs. A lot of time and cost for no gain.

ADMINISTRATORS'S REPORT - Dec 19, 2023

<u>Date</u>	<u>ADMINISTRATION HIGHLIGHTS:</u>																								
	Public disclosure statements due November 30th annually																								
	School tax reconciliation is complete (2022). The fees and penalties for Jan 2022 were waived.																								
	Bank reconciliations are complete and financial statements relatively accurate.																								
	Still working with the auditor. A couple items and it will be complete.																								
	Arrears: \$1712 for 2022.																								
	worked with mentor Dec 15.2023																								
	contract signed with Routes2SK regarding recreation																								
<u>Date</u>	<u>MINUTES FOLLOW UP</u>																								
	<table border="1"> <thead> <tr> <th colspan="3">Penalties</th> </tr> <tr> <th></th> <th>Current</th> <th>Arrears</th> </tr> </thead> <tbody> <tr> <td>August 1st</td> <td>1.50%</td> <td></td> </tr> <tr> <td>September 1st</td> <td>1.50%</td> <td></td> </tr> <tr> <td>October 1st</td> <td>1.50%</td> <td></td> </tr> <tr> <td>November 1st</td> <td>1.50%</td> <td></td> </tr> <tr> <td>December 1st</td> <td>1.50%</td> <td></td> </tr> <tr> <td>December 31st</td> <td></td> <td>10%</td> </tr> </tbody> </table>	Penalties				Current	Arrears	August 1st	1.50%		September 1st	1.50%		October 1st	1.50%		November 1st	1.50%		December 1st	1.50%		December 31st		10%
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<u>Date</u>	<u>OFFICE NOTES</u>																								
<u>Date</u>	<u>HR/Personell NOTES</u>																								
	updating payroll regarding stat pay & MEPP																								
<u>Date</u>	<u>GRANT UPDATES/UPCOMING</u>																								
<u>Date</u>	<u>RATEPAYER CONCERNS</u>																								

**Resort Village of Elk Ridge
Payment Register**

Report Date
2023-12-17 5:49 PM

Batch: 2023-00041 to 2023-00043

Page 1

Bank Code: Bank1 - Main Demand

Payment #	Vendor	Date	Amount
Manual Cheque			
280- Man	M.R. APP & WEBSITE DEVELOPME	2023-11-14	410.03
281- Man	LAKELAND EXCAVATING SERVICE	2023-11-26	4,515.18
282- Man	GREENLAND WASTE DISPOSAL LT	2023-11-30	837.63
283- Man	ELK RIDGE RESORT	2023-11-30	3,856.13
	Total for Manual Cheque:		<u>9,618.97</u>
E-Transfer			
2023-0014	Smith-Windsor Margaret	2023-11-02	193.75
2023-0015	CANADA REVENUE AGENCY	2023-11-14	592.77
2023-0016	ELK RIDGE RESORT	2023-11-14	525.00
2023-0017	Gary Provencher	2023-11-14	175.00
2023-0018	MUNISOFT	2023-11-14	541.43
2023-0019	MINISTRY OF FINANCE	2023-11-30	16,446.65
	Total for E-Transfer:		<u>18,474.60</u>
Online Banking			
2023-0046	SASKENERGY	2023-11-14	49.30
2023-0047	Sasktel	2023-11-14	114.11
2023-0048	Saskpower	2023-11-30	900.83
	Total for Online Banking:		<u>1,064.24</u>
	Total for Bank1:		<u><u>29,157.81</u></u>

Payments Printed: 13