

Resort Village of Elk Ridge
Agenda
January 16, 2024 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 December 19, 2023 Regular Meeting.

MOTION: That the Minutes of the December 19, 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:

8.1 Public Disclosure – annual declarations.

9. New Business:

10. Motions:

11. Administration Reports:

11.1 CAO Report and Updates

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

12. Reading of Bylaw(s):

13. Notice of Motion:

14. Inquiries:

15. In camera:

16. Information Items/Correspondence:

17. Adjournment

Resort Village of Elk Ridge
Meeting Minutes
December 19, 2023 at 3:00 p.m. – Regular Meeting – Elk Ridge Resort

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

Michele Bonneau, CAO

18. Call to Order – The Mayor called the meeting of Council to order at 3:03 p.m.

19. Approval of Agenda:

236-2023 SMITH-WINDSOR: That the agenda for this meeting be approved as presented.

SECONDED: ENGEL CARRIED

20. Adoption of Minutes:

3.1 Minutes of the November 21st, 2023 Regular Council Meeting

237-2023 SMITH-WINDSOR: That the Minutes of the November 21, 2023 Meeting be approved as presented.

SECONDED: HEWETT CARRIED

3.2 Minutes of the December 2, 2023 Special Meeting

238-2023 ENGEL: That the Minutes of the December 2, 2023 Special Meeting be approved as presented.

SECONDED: SMITH-WINDSOR CARRIED

21. Declaration of Conflict of Interest: None

22. Delegations Scheduled: None

23. Public Hearings: None

24. Public Acknowledgements:

25. Business Arising from Minutes: None

26. New Business:

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

Councillor Danberg declared conflict of interest and left meeting at 3:05 pm

239-2023 SMITH-WINDSOR: That the Resort Village of Elk Ridge contribute \$500 towards the cost of fireworks on New

Year's Eve in Elk Ridge administered by Elk Ridge Resort.

SECONDED: ENGEL CARRIED

Councillor Danberg returned to the meeting at 3:06 pm.

9.2 Public Disclosure Statements

Councillors **ENGEL** and **SMITH-WINDSOR** submitted their signed Public Disclosure Annual Declaration. Mayor **MCKAY** and Councillor **DANBERG** still need to complete their declarations for the Administrator before next Council Meeting. At that time a motion is required indicating that all Public Disclosure Annual declarations are completed as per requirements of Municipal Revenue Sharing declaration of Eligibility 2024-25 grant.

9.3 Tangible Capital Assets Policy

240-2023 HEWETT: That the Tangible Capital Asset Policy be approved as presented.

SECONDED: DANBERG CARRIED

9.4 Fire Agreement

241-2023 DANBERG: That the agreement with Lakeland and District Fire Department for fire suppression for January 1 – December 31, 2024 be approved.

9.5 Recreation use agreement

Councillor Danberg declared conflict of interest and left meeting at 3:14 pm.

242-2023 ENGEL: That the Outdoor Recreation Amenities Agreement signed between the Resort Village of Elk Ridge and Routes2SK be approved.

SECONDED: SMITH-WINDSOR CARRIED

Councillor Danberg returned to the meeting at 3:17 pm.

27. Motions:

10.1 Property Tax Incentives and Penalties

243-2023 SMITH-WINDSOR: That Bylaw No. 01-2022 be revised to eliminate Section 4, the Incentive Program – Prepayments on the current year's property taxes.

AMMENDMENT SMITH-WINDSOR: to add "effective January 1, 2025" after taxes.

SECONDED: HEWETT CARRIED

243-2023: SMITH-WINDSOR: That the motion as amended be adopted.

SECONDED: HEWETT CARRIED

28. Administration Report:

244-2023 ENGEL: That the Administrator's report, list of accounts payable and financial report be adopted as presented.

SECONDED: SMITH-WINDSOR CARRIED

29. Reading of Bylaw(s): None

30. Notice of Motion: None

31. Inquiries: None

32. In camera: None

15.1 Elk Ridge Utility

245-2023 HEWETT: That Council go in-camera at 4:16 pm regarding Utility Amalgamation.

SECONDED: DANBERG CARRIED

Present incamera: Mayor McKay, Councillors Engel, Hewitt, Smith-Windsor and Danberg; CAO

246-2023 SMITH-WINDSOR: That Council reconvene to open session at 4:44 pm.

SECONDED: ENGEL CARRIED

Present open session: Mayor McKay, Councillors Engel, Hewitt, Smith-Windsor and Danberg; CAO

247-2023 ENGEL: That the Resort Village of Elk Ridge (municipality) hereby approves being the Ultimate Recipient for the ICIP Project.

SECONDED: HEWETT CARRIED

248-2023 SMITH-WINDSOR: That Pentelsa Corp. proposal dated December 14, 2023 for the provision of services in conjunction with the implementation of Establishing a Public Utility through the amalgamation of the Elk Ridge Utility Ltd. within the Resort Village of Elk Ridge in 2024 be accepted.

SECONDED: DANBERG CARRIED

249-2023 DANBERG: That the Joint Utility Review Committee be disbanded as they have successfully completed their mandate.

SECONDED: ENGEL CARRIED

250-2023 SMITH-WINDSOR: That a Steering Committee be established to lead the Process of Amalgamating the Elk Ridge Utility Ltd. within the Resort Village of Elk Ridge in 2024 and further...

That the Committee consist of a minimum of five (5) and a maximum of seven (7) members as follows:

- Transition Coordinator (Chair) selected by Council
- CAO, Resort Village of Elk Ridge
- Secretary-Treasurer of the Elk Ridge Utility Ltd.
- One member of Council
- One Director of the current Utility Board appointed by the Utility Board
- Up to 2 members appointed by Council from nominations received from a Member of the Elk Ridge Utility Ltd. (nominees selected will be an advocate for a Public Utility, be computer literate,

able to work within a committee environment and possess related knowledge and experience that will provide support in the establishment of a public utility. A bio of the nominee is required to be submitted at the time of nomination).

Councillor Danberg left the meeting at 4:40 pm

SECONDED: HEWETT

CARRIED

33. Information Items/Correspondence:

34. Adjournment:

251-2023 SMITH-WINDSOR That the meeting adjourn at 4:59 pm

SECONDED: ENGEL

CARRIED

Mayor

CAO

ADMINISTRATORS'S REPORT - Jan 16, 2024

<u>Date</u>	<u>ADMINISTRATION HIGHLIGHTS:</u>
	Public disclosure statements needed ASAP
	School tax reconciliation - complete for 2022 and 2023.
	Bank reconciliations are complete and financial statements relatively accurate.
	Auditor almost complete. She thought Friday Jan 12, 2024.
	Worked with Nicole (mentor) - Jan 8th & 9th.
	CRA access granted. GST reports 2X per year. 3 reports were filed. \$3216.25, 2437.02 and 2935.87
	CRA - payroll deductions - up to date - no penalties incurred since August.
	\$1541.25 arrears (2022)
	Enrolled in MEPP - up to date with remittances.
	STAT pay was updated.
	Received computer checks - started at 300, therefore the system voided 1-299
<u>Date</u>	<u>MINUTES FOLLOW UP</u>
	Bylaw amendment to 01-2022 not ready for presentation
	Steering Committee so far: Clint Austin, Darcy Simoneau (Elk Ridge Utility), Rob Thurmeier, Michele CAO and Council rep. No nominations from the condo corps or Routes2SK.
<u>Date</u>	<u>OFFICE NOTES</u>
	Summer hours proposed: Wednesday & Saturdays 11:00 - 3:00, Thursday 8:00 - 4:00
	Winter hours: Tuesdays & Thursdays - 8:00 - 4:00
	Summer - May - October, Winter - November - April
	Council Meetings for the next four months remain the same.

<u>Date</u>	<u>HR/Personell NOTES</u>
<u>Date</u>	<u>GRANT UPDATES/UPCOMING</u>
	Received a grant package from Sask Lotteries - Marg is reviewing this.
<u>Date</u>	<u>RATEPAYER CONCERNS</u>

Resort Villae of Elk Ridge Payment Register

Report Date

Batch: 2023-00046 to 2023-00052 2024-01-12 4:10 PM

Bank Code: Bank1 - Main Demand

Payment #	Vendor	Date	Amount
Computer Cheque			
300	ELK RIDGE RESORT	2023-12-31	500.00
301	SUCCESS OFFICE SYSTEMS	2023-12-31	99.16
302	GREENLAND WASTE DISPOSAL LTD.	2023-12-31	1,287.86
	Total for Computer Cheque:		1,887.02
Manual Cheque			
284- Man	McKay, Holly	2023-12-07	50.00
285- Man	ELK RIDGE RESORT	2023-12-07	12,600.00
286- Man	MLT AIKINS LLP	2023-12-07	3,368.30
287- Man	EASYPAY	2023-12-19	417.95
288- Man	BAKER TILLY SK LLP	2023-12-19	2,955.38
289- Man	NICOLE SAWCHUK LAW	2023-12-19	164.22
	Total for Manual Cheque:		19,555.85
E-Transfer			
2023-0020	CANADA REVENUE AGENCY	2023-12-07	492.65
2023-0021	ELK RIDGE RESORT	2023-12-07	525.00
2023-0022	Gary Provencher	2023-12-07	175.00
2023-0025	LAKELAND EXCAVATING SERVICES LTD.	2023-12-12	2,446.67
2023-0024	McKay, Garry	2023-12-07	159.32
2023-0027	MINISTRY OF FINANCE	2023-12-31	25,958.17
2023-0023	MUNISOFT	2023-12-07	415.14
2023-0028	MUNISOFT	2023-12-31	447.99
2023-0026	NICOLE LERAT	2023-12-21	5,186.10
	Total for E-Transfer:		35,806.04
Online Banking			
2023-0051	AFFINITY MASTERCARD	2023-12-28	12.99
2023-0053	CANADA REVENUE AGENCY	2023-12-31	1,103.11
2023-0052	MUNICIPAL EMPLOYEES PENSION PLAN	2023-12-19	1,617.08
2023-0054	MUNICIPAL EMPLOYEES PENSION PLAN	2023-12-31	203.24
2023-0049	SASKENERGY	2023-12-14	106.33
2023-0055	Saskpower	2023-12-31	882.45
2023-0050	Sasktel	2023-12-14	114.11
	Total for Online Banking:		4,039.31