

Resort Village of Elk Ridge
Meeting Minutes
January 8th, 2022 – First Meeting of Council

The First Meeting of Council of the Resort Village of Elk Ridge was held in the White Tail Room at the Elk Ridge Golf Resort on January 8th, 2022.

Present: Mayor Garry McKay
Councillor Ryan Danberg
Councillor Trudy Engel
Councillor Ross Hewett (*via teams meeting*)
Councillor Margaret Smith-Windsor

Heather Scott, CAO

1. **Call to Order** – With a quorum being present, Mayor Garry McKay called the meeting to order at 10:05 a.m.

2. Declarations of Office

2.1 Oath of Office taken by each member of Council with Public Disclosure Statement due prior to the end of January, 2022.

3. **Delegations:** None

4. **Approval of Agenda:**

01-2022 ENGEL

That the agenda for this meeting be approved as presented.

CARRIED

5. **Public Hearings:** None

6. **Reading of Bylaws:** None

7. **Adoption of Minutes:** None

8. **Business Arising from Minutes:** None

9. **Action/Motion Items:**

9.1 Workshop – Dealing with Difficult Conversations

02-2022 SMITH-WINDSOR

That Council approve for the administrator's attendance at the RMAA Spring Workshop – Dealing with Difficult Conversations -March 24, 2022 in Prince Albert.

CARRIED

9.2 Planning membership, appointees and approval of support public sector funding application.

03-2022 ENGEL

That Council direct administration to request membership in the North Central Lakeland District Planning Commission and appoint Mayor Garry McKay as board representative on behalf of the Resort Village of Elk Ridge; AND

That Council of the Resort Village of Elk Ridge support the Target Sector Funding application of the North Central Lakeland District Planning Commission. **CARRIED**

10. Administration Reports:

10.1 CAO Report and Updates

04-2022 ENGEL

That Council direct administration to advertise review of council remuneration at the next regular meeting of council **CARRIED**

05-2022 DANBERG

That the administration report be received and filed. **CARRIED**

11. Accounts for Payment: N/A

12. Financial Statements:

12.1 Financial Reporting Requirements

06-2022 SMITH-WINDSOR

That Council direct administration to provide detailed financial statement, accounts list for payment and bank reconciliation on a monthly basis. **CARRIED**

13. Council Divisional Reports: N/A

14. New Business

14.1 Appointment of Deputy Mayor

07-2022 SMITH-WINDSOR

That the Resort Village of Elk Ridge adopt the following schedule for the appointment of Deputy Mayor:

1. Councillor Danberg - January 8, 2022 – August 21, 2022
2. Councillor Engel - August 22, 2022 – April 4, 2023
3. Councillor Hewett - April 4, 2023 – November 16, 2023
4. Councillor Smith-Windsor - November 17, 2023 – July 27, 2024 **CARRIED**

14.2 2021 Council Meeting Dates

08-2022 MCKAY

That the Resort Village of Elk Ridge set the 2022 Regular Council meetings as January 19, 2022; then every second Tuesday of the month being February 8, 2022; March 8, 2022; April 12, 2022; May 10, 2022; June 14, 2022; July 12, 2022; August 9, 2022; September 13, 2022, October 11, 2022, November 8, 2022 and December 13, 2022 at 3:00 p.m. in the White Tail Room at Elk Ridge Golf Resort. **CARRIED**

14.3 Bank and Signing authority

09-2022 DANBERG

That Council direct administration to open appropriate bank accounts on behalf of the Resort Village of Elk Ridge at the Affinity Credit Union Christopher Lake Branch; and that Mayor Garry McKay and administrator Heather Scott be authorized as signatories on the account with Councillor Engel appointed as alternate signatory in the mayor's absence. **CARRIED**

14.4 Office days and hours

10-2022 ENGEL

That office hours be established as Tuesday and Wednesdays from June to September from 9:00 a.m. to 5:00 p.m. and Tuesdays from 9:00 a.m. to 5:00 p.m. from October to May. **CARRIED**

14.5 Auditor – Request for Direction

11-2022 DANBERG

That Council direct administration to obtain two quotes for auditing services including one from Grant Thornton LLP for the 2022 year. **CARRIED**

14.6 Board of Revision

12-2022 SMITH-WINDSOR

That Council approach the District Board of Revision for membership to provide assessment appeals for the properties in the Resort Village of Elk Ridge. **CARRIED**

15. Incamera: N/A

16. Correspondence: N/A

17. Other Business:

17.1 Fire Services Contract

13-2022 HEWETT

That Council authorize the Mayor and Administrator to sign the Agreement for Service with the Lakeland & District Co-Operative Fire Service. **CARRIED**

18. Adjournment

14-2022 DANBERG

That the meeting adjourn at 11:07 a.m. **CARRIED**

Approved on January 19, 2022.



Mayor



CAO

RESORT VILLAGE OF ELK RIDGE

BYLAW NO 01-2022

A BYLAW TO ESTABLISH PROPERTY TAX INCENTIVES AND PENALTIES

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

1. Due Date

Property and other taxes imposed by the Resort Village of Elk Ridge are deemed to be imposed on the first day of January in each year and shall be due on August 31.

2. Penalty on Arrears of Taxes

- a) Taxes which remain unpaid after the 31st day of December of the year in which they are levied shall be subject to a penalty.
- b) The method of calculating the penalty shall be a simple rate of 1.00% per month, added on the first day of each month applied to the total taxes, excluding any penalties previously added during the current year, that remain unpaid at the end of the month preceding the month in which the penalty is being applied.
- c) The penalty charges are to be added to and shall form part of the tax roll.

3. Penalty on Current Taxes

- a) Where current taxes remain unpaid after the due date noted in section 1 of this bylaw, there shall be added thereto a penalty, calculated at the rate of 1.00% of the unpaid taxes as at the first day of each month in which the penalty is being applied.
- b) The penalty charges are to be added on the first day of each month in which there are unpaid taxes.
- c) The penalty charges are to be added to and form part of the tax roll.

4. Incentive Program – Prepayments

- a) From January 1 until June 30, discounts shall be allowed with respect to the prepayment of:
 - I. The current year's taxes on property;
- b) The rate of discount relative to prepayment of taxes:
 - I. Declining discount
 - 1. During the month of January shall be 6%
 - 2. During the month of February shall be 5%
 - 3. During the month of March shall be 4%
 - 4. During the month of April shall be 3%
 - 5. During the month of May shall be 2 %
 - 6. During the month of June shall be 1%

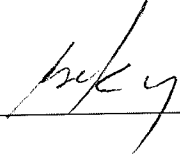
5. Education Property Taxes

Section 4 does not apply to property taxes levied on behalf of a school division.

6. Coming into Force

This bylaw shall come into force on January 19, 2022.





Mayor



Administrator

Read a third time and adopted
This 19th day of January, 2022.



Administrator

Section 81.1 of *The Municipalities Act*

RESORT VILLAGE OF ELK RIDGE
WINTER ROAD MAINTENANCE POLICY

1. Purpose:

1.1 Establish Winter road maintenance of Arne Petersen Way North and West, Elk Ridge Place to the firehall and TreeOSix along with the internal roads within the four condominiums. The refuse depot site will also be cleared with snow pushed to block traffic from entering Cottage property to the north of the site.

1.2 The policy describes the manner in which the designated roads within the Resort Village of Elk Ridge will be maintained as it relates to snow and ice.

2. Definitions:

2.1 Contractor: The person or company contracted by the Resort Village for winter road maintenance and snow removal.

2.2 Passage Plow – The pushing of enough accumulated snow from driving surfaces to facilitate traffic flow.

2.3 Resort Village – The Resort Village of Elk Ridge

3. Policy:

- Snow plowing will be initiated after 10 cm (4”) snowfall on condominium roads and after 7.5 cm (3”) snowfall on the access roads.
- Priority will be given to areas that are deemed to not be passable or vehicles, emergency vehicles and school buses.
- In the event of a major snow fall, a “passage plow” will be initiated. Remaining clearing of roads and windrow will be undertaken after all roads are accessible.
- Main municipal roads to be maintained with minimal snowpack. The condominiums’ internal roads and remaining roads will be maintained with a minimum snow pack of 2” and a maximum of 4” snow pack.
- Snow shall be pushed from the roadway to condominium common areas, laws and adjacent to the municipal roads.
- Driveways and access roads shall not be blocked by windrows in excess of 30 cm (12”).
- Driveways, utility boxes and fire hydrants shall be marked by the condo corps and snow shall not be dumped on them. Natural snow accumulation around utility boxes and hydrants is not the responsibility of the contractor.
- Owners will not deposit snow from driveway onto roadways.

- Guest parking and driveway clearing is the responsibility of the applicable owner.
- Snow hauling or removal is not the responsibility of the Resort Village or its contractor.
- Sanding shall be undertaken where slippery conditions exist due to ice. Periodic sanding may be undertaken in specific areas such as hills or intersections as a safety measure.
- Condo corps or the contractor shall contact the Resort Village regarding interpretation of this Policy.
- If there are concerns or if the contractor is unsure whether snow plowing or sanding conforms to this Policy, direction shall be received from the Resort Village administrator.

Policy approved and in effect the 19th day of January, 2022.

Council Resolution 22 – 2022.