

Resort Village of Elk Ridge
Meeting Minutes
February 21st, 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 February 21st, 2023.

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

2. **Approval of Agenda:**

33-2023 **ENGEL:** That the letter from Grant Thornton dated Dec 31, 2022 be added under Correspondence as Agenda Item 17.1

SECONDED: SMITH-WINDSOR

CARRIED

34-2023 **SMITH-WINDSOR:** That Budget Timelines be added under New Business as Agenda Item 9.1.

SECONDED: DANBERG

CARRIED

35-2023 **HEWETT:** That the agenda for this meeting be approved as amended.

SECONDED: SMITH-WINDSOR

CARRIED

3. **Adoption of Minutes:**

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

36-2023 **ENGEL:** That the Minutes of the January 17th, 2023 Meeting be approved as presented.

SECONDED: HEWETT

CARRIED

4. **Declaration of Conflict of Interest:** None

5. **Delegations Scheduled:** None

6. **Public Hearings:** N/A

7. **Public Acknowledgements:** None

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

9. **New Business:**

9.1 – Calendar timeline.

37-2023 SMITH-WINDSOR: That a budget meeting be held March 21st, 2023 at 1:00 p.m.

SECONDED: ENGEL

CARRIED

9.2 – Utility Board Joint Committee -Terms of Reference.

38-2023 ENGEL: That the Joint Utility Review Committee be provided a budget of \$7,500 to be funded equally between the Resort Village of Elk Ridge and the Elk Ridge Utility Ltd. and further; “That the payments of the Committee’s expenses be in accordance with the policies and procedures of the Resort Village and upon completion of the Review that the Elk Ridge Utility Ltd. be billed their 50% of the Committee’s expenses.”

SECONDED: DANBERG

CARRIED

10. Motions:

10.1 - Bylaw 04 of 2023 – Amendment to Schedule B of Bylaw 27 of 2022 – Open-Fire Restriction Bylaw.

39-2023 SMITH-WINDSOR: That Council approve the proposed Schedule B amendment to Bylaw 27 of 2023.

SECONDED: MCKAY

CARRIED

40-2023 SMITH-WINDSOR: That Bylaw 04 of 2023 a Bylaw to amend Schedule B of Bylaw 27 of 2023 be Introduced and read a first time.

SECONDED: HEWETT

CARRIED

41-2023 SMITH-WINDSOR: That Bylaw 04 of 2023 a Bylaw to amend Schedule B of Bylaw 27 of 2023 be now read a second time.

SECONDED: ENGEL

CARRIED

42-2023 HEWETT: That Leave be granted for third reading of Bylaw 04 of 2023 a Bylaw to amend Schedule B of Bylaw 27 of 2023.

SECONDED: SMITH-WINDSOR

UNANIMOUSLY CARRIED

43-2023 ENGEL: That Bylaw 04 of 2023 a Bylaw to amend Schedule B of Bylaw 27 of 2023 be now read a third time and adopted.

SECONDED: SMITH-WINDSOR

CARRIED

10.2 – Reserve accounts

44-2023 MCKAY: That Council waive notice of motion for a motion to permit the introduction of the following motion: “that the Resort Village establish an Accumulate Surplus Reserve, Maintenance -Winter Road Maintenance Reserve, Uncompleted Work Reserve and Unearned Development Permit Reserve.

45-2023 MCKAY:

That The Resort Village of Elk Ridge establish an Accumulated Surplus Reserve, Maintenance-Winter Road Maintenance Reserve; Uncompleted Work Reserve and Unearned development permit fees Reserve and further;

That the Resort Village of Elk Ridge establish an "Accumulated Surplus Reserve" be established and funded from the annual operating budget surplus, if any, to a maximum balance equal to 20% of the current approved budget, excluding capital projects, and further;

That a "Winter Road Maintenance Reserve" be established commencing with the 2023 budget year with Account 530-Main-Winter Road Maintenance year-end being closed to the Reserve Account based on the approved annual budget and if required a transfer of funds take place from the balance of the established reserve account and further;

That an "Uncomplete Works Reserve" be established to make a provision for funding the completion of approved programs in the upcoming fiscal year that were not completed within the fiscal year they were approved, and further;

That an "Unearned Development Permit Reserve" be established based on revenues received for uncompleted building inspections that relate to the collected permit fees.

SECONDED: HEWETT

CARRIED

11. Administration Reports:

11.1 CAO Report and Updates

46-2023 DANBERG: To receive and file the CAO February Report.

SECONDED: ENGEL

CARRIED

11.2 Work Alone Policy

47-2023 HEWETT: That Council approve and adopt the Work Alone Policy.

SECONDED: DANBERG

CARRIED

11.3 Special Taxation Bylaws

48-2023 SMITH-WINDSOR: That Bylaw 01 of 2023 a Bylaw to Authorize a Special Tax for Fire Protection Services be introduced and read first time.

SECONDED: ENGEL

CARRIED

49-2023 HEWETT: That Bylaw 01 of 2023 a Bylaw to Authorize a Special Tax for Fire Protection Services be now read a second time.

SECONDED: DANBERG **CARRIED**

50-2023 ENGEL: That Leave be granted for third reading of Bylaw 01 of 2023 a Bylaw Authorize a Special Tax for Fire Protection.

SECONDED: DANBERG **UNANIMOUSLY CARRIED**

51-2023 SMITH-WINDSOR: That Bylaw 01 of 2023 a Bylaw to Authorize a Special Tax for Fire Protection be now read a third time and adopted.

SECONDED: HEWETT **CARRIED**

Councillor Danberg left the meeting at 4:25 p.m.

52-2023 SMITH-WINDSOR: That Bylaw 02 of 2023 be amended by removing the reference to commercial in 1 and 3, changing the wording in 3(a) to add “residential” between the words developed and properties and change the word “dumpster” to “waste management depot”, and the addition of 3(b) staff housing on Parcel J Plan 99PA19052 amount of 3(a) x 14 @ the current sanitation levy amount.

SECONDED: ENGEL **CARRIED**

Councillor Danberg returned 4:26 p.m.

53-2023 ENGEL: That Bylaw 02 of 2023 a Bylaw to Authorize a Special Tax for Refuse Collection as amended be introduced and read a first time.

SECONDED: HEWETT **CARRIED**

54-2023 SMITH-WINDSOR: That Bylaw 02 of 2023 a Bylaw to Authorize a Special Tax for Refuse collection as amended be now read a second time.

SECONDED: HEWETT **CARRIED**

55-2023 SMITH-WINDSOR: That Bylaw 03 of 2023 RV sanitation tabled to next meeting

SECONDED: HEWETT **CARRIED**

11.4 June 2023 alternate meeting date.

56-2023 DANBERG: That the June alternate meeting date report be tabled to the next meeting.

SECONDED: ENGEL **CARRIED**

11.5 SUMA Registration

57-2023 SMITH WINDSOR: That the SUMA registration be tabled to the next meeting.

SECONDED: MCKAY

CARRIED

12. Financial Reports:

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

58-2023 DANBERG: That Council receive and file the financial statement and list of accounts payable for December 2022 and January 2023.

SECONDED: SMITH-WINDSOR

CARRIED

13. Reading of Bylaw(s): None

14. Notice of Motion:

14.1 Mayor McKay served Notice of Motion that he intends to introduce the following motion at the March 21, 2023 Council Meeting:

“That Council approve the Travel & Expense Policy as presented.”

Inquiries: None

15. In camera:

59-2023 DANBERG: That Council move incamera to discuss purchase of land and strategic planning at 5:07 p.m.

SECONDED: ENGEL

CARRIED

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

60-2023 ENGEL: That Council resume to open Council meeting at 5:15 p.m.

SECONDED: SMITH-WINDSOR

CARRIED

61-2023 DANBERG: That Council approve the revised agreement for purchase the Parcel N plan 101955135 with a possession date of May 1, 2023.

SECONDED: ENGEL

CARRIED

16. Information Items/Correspondence:

17.1 Grant Thornton – Letter of Engagement Re: 2022 Audit.

62-2023 ENGEL: That Council authorize for signature and acceptance of the engagement letter from Grant Thornton dated December 31, 2022 on behalf of the Resort Village of Elk Ridge.

SECONDED: DANBERG

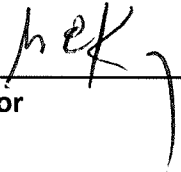
CARRIED

17. Adjournment

63-2023 SMITH WINDSOR: That the meeting adjourn at 5:17 p.m.

SECONDED: HEWETT

CARRIED



Mayor



CAO

RESORT VILLAGE OF ELK RIDGE

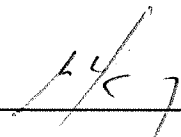
BYLAW NO. 01-2023

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.





Mayor



Administrator

Read a third time and adopted
This 21st day of February, 2023.

**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 "Schedule B" with the attached revised Schedule B.

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





Mayor



Administrator

Read a third time and adopted
This 21st day of February, 2023.

RESORT VILLAGE OF ELK RIDGE

BYLAW NO. 27-2022

SCHEDULE "B"

PERMIT TO BURN

General Rules::

Weather conditions vs Burning conditions:

	Risky	Optimum	Poor
Relative Humidity (%)	< 25	25-35	> 35
Wind (km per hour)	> 20	5-20	< 5
Temp (°C)	> 21	15-18	< 15

Weather conditions vs Burning conditions:

	High Risk	Medium Risk	Lowest Risk
Relative Humidity (%)	< 25	25-35	> 35
Wind (km per hour)	> 20	5-20	< 5
Temp (°C)	> 21	15-18	< 15

< = less than

>= greater than