

Resort Village of Elk Ridge
Meeting Minutes
March 21st, 2023 at 3:00 p.m. – Regular Council Meeting -White Tail Room

A Meeting of Council of the Resort Village of Elk Ridge was held at the Elk Ridge Golf Resort on March 21st, 2023.

Present: Mayor Garry McKay
Councillor Danberg (*via Teams Meeting*)
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 at 3:14 p.m.

2. **Approval of Agenda:**

87-2023 **ENGEL:** That waive notice to introduce motion to increase utility joint committee from \$7,500 to \$26,000 with each being responsible for cost.

SECOND: DANBERG **CARRIED**

88-2023 **ENGEL:** That the agenda for this meeting be approved as amended.

SECONDED: HEWETT **CARRIED**

3. **Adoption of Minutes:**

3.1 Minutes of the February 21st, 2023 meeting.

89-2023 **HEWETT:** That the Minutes of the February 21st, 2023 Meeting be approved as presented.

SECONDED: ENGEL **CARRIED**

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

5. **Delegations Scheduled:** None

6. **Public Hearings:**

7. **Public Acknowledgements:**

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

9. **New Business:**

9.1 - Utility Joint Committee Motion

90-2023 **ENGEL:** That the Joint Utility Committee budget number be increased from \$7,500 to \$26,000 with the Resort Village being responsible for half that expense.

SECONDED: DANBERG

CARRIED

10. Motions:

10.1 - Travel & Expense Policy

91-2023 **DANBERG:** That the Travel & Expense Policy be approved with the amendments of the removal of Schedule A and reference to Schedule A.

SECONDED: HEWETT

CARRIED

11. Administration Reports:

11.1 CAO Report and Updates

92-2023 **DANBERG:** That the Mayor and Councillor Danberg contact Government Relations on behalf of the Resort Village of Elk Ridge to express concern over transfer of the hamlet account to the Resort Village.

SECONDED: HEWETT

CARRIED

93-2023 **SMITH-WINDSOR:** That the CAO Report for February be received and filed.

SECONDED: ENGEL

CARRIED

11.2 Special Taxation Bylaws.

94-2023 **SMITH-WINDSOR:** Table Bylaw 02 of 2023 Sanitation Bylaw to April Council meeting.

SECONDED: HEWETT

CARRIED

Councillor Danberg left at 4:12 p.m. having declared a conflict of interest

95-2023 **ENGEL:** To add in brackets on Schedule A behind \$30 sanitation levy “(does not include 9 sites by cabin)”

SECONDED: SMITH-WINDSOR

CARRIED

96-2023 **SMITH-WINDSOR:** That Bylaw 03 of 2023 as amended, a Bylaw to Revise Bylaw 13 of 2022, a Bylaw Respecting Permit Fees for Trailer Parks, Campgrounds and RV Parks be introduced and read a first time.

SECONDED: ENGEL

CARRIED

97-2023 **MCKAY:** That Bylaw 03 of 2023 as amended, a Bylaw to Revise Bylaw 13 of 2022, a Bylaw Respecting Permit Fees for Trailer Parks, Campgrounds and RV Parks be now read a second time.

SECONDED: HEWETT

CARRIED

98- 2023 **ENGEL:** That leave be granted for third reading of Bylaw 03 of 2023 as amended, a Bylaw to Revise Bylaw 13 of 2022, a Bylaw Respecting Permit Fees for Trailer Parks, Campgrounds and RV Parks.

SECONDED: HEWETT

UNANIMOUSLY CARRIED

99-2023 **HEWETT:** That Bylaw 03 of 2023 as amended, a Bylaw to Revise Bylaw 13 of 2022, a Bylaw Respecting Permit Fees for Trailer Parks, Campgrounds and RV Parks be read a third time and adopted.

SECONDED: SMITH-WINDSOR

CARRIED

Councillor Danberg returned at 4:15 p.m.

11.3 June 20th Alternate Meeting Date. *(Tabled from February Meeting)*

100-2023 **SMITH-WINDSOR:** The June meeting be moved to June 27, 2023 at 9:00 a.m.

SECONDED: ENGEL

CARRIED

11.4 SUMA Registration *(Tabled from February Meeting)*

101-2023 **SMITH-WINDSOR:** Receive and file SUMA Convention Report.

SECONDED: ENGEL

CARRIED

12. Financial Reports:

12.1 Financial Statement for February 2023 and List of Accounts Payable for February 2023.

102-2023 **DANBERG:** That Council receive and file the financial statement and list of accounts payable for February, 2023.

SECONDED: ENGEL

CARRIED

13. Reading of Bylaw(s): None

14. Notice of Motion:

15. Inquiries: None

16. In camera:

17. Information Items/Correspondence:

18. Adjournment


103-2023 ENGEL: That the Council meeting adjourn at 4:43 p.m.

SECONDED: HEWETT

CARRIED



Mayor



CAO

BYLAW NO. 03 of 2023
RESORT VILLAGE OF ELK RIDGE

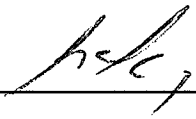
A BYLAW TO REVISE BYLAW 13 OF 2022, A BYLAW RESPECTING PERMIT FEES FOR TRAILER
PARKS, CAMPGROUNDS, RECREATION VEHICLE PARKS AND MOBILE HOME PARKS

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

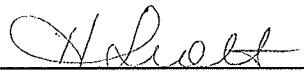
That Bylaw 13 of 2022 be amended by replacing "Schedule B" with the attached revised schedule.

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





Mayor



Administrator

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

Schedule "B"

Service Fees

The service fee shall be \$355.00 for each site, calculated as follows:

\$30 Sanitation Service (does not include 9 sites by Cabins)
\$100 Fire Service
\$225 Site Service Fee
\$355 Total

Operational Permit Holder Administration fee shall be \$50.00 annually.

Late Payment Penalty shall be 12% per annum, calculated monthly, of outstanding monies owed to the Municipality.



Resort Village of Elk Ridge
Travel & Expense Policy

1) Policy Statement

This Policy defines the approval and reimbursement process for Council Members, staff and members of Boards and Committees as appointed by Council for approved Conferences, training and business relating to the Resort Village of Elk Ridge.

2) Budget

Council may designate funds within the annual operating budget for Council members and staff reimbursement of expenses.

All costs related to the attendance at approved conferences, training and business relating to the Resort Village including but not limited to registration, per diem, wages outside of normal office hours, travel costs, meals and accommodations shall be charged to the appropriate council or staff expense account listed below:

- a) Council - 510-210-120 Council – Meeting/Travel/Meals
- b) Staff - 510-210-160 Travel, Meals & Subsistence

3) Approvals

The Chief Administrative officer may approve travel for all staff for participation as per the Travel & Expense Policy.

Conferences, training and travel relating to members of Council may be approved by two of the three signing officers appointed by Council. If one of the signing officers is the Council member to be reimbursed he/she shall be excluded from the approval process.

All approvals for Council and staff shall be in advance of the business event and fall within the Policy and approved budgets.

Every Council member and staff shall submit the expense form for reimbursement after the event. Where required receipts shall be attached.

4) Expense Reimbursement Claims

a) Registration

The actual cost of registration will be covered. A receipt is required. Payment of the registration may be paid in advance.

b) Accommodation

Costs for standard single room rate will be reimbursed. A receipt is required. A fee of \$30/night, to a maximum of \$120 may be claimed in lieu of hotel lodging. This provision is intended to cover the cost of a modest gift for the host should a Council member or staff stay at a private residence. No receipt is required.

c) Travel

Air Fare - The cost of an economy ticket will be reimbursed for travel outside of the Province of Saskatchewan. Receipt is required.

Use of Personal Vehicle – Mileage will be paid for all kilometres travelled away from place of work, which may be a satellite office, as per the current Revenue Canada travel policy or as established by motion of Council for approved travel covered within this Policy. Current rate as of January 19, 2022 is outlined on the attached Schedule A. Employee travel to and from their residence to their designated place of work is the employee's responsibility and is not claimable.

d) Meals – Shall be reimbursed as per the current Province of Saskatchewan rate or as established by a motion of Council. Current rates as of January 19, 2022 are outlined in the attached Schedule A.

When meals at a conference, meeting or event are provided at no cost to participants or are part of the registration package, no corresponding claim for a meal shall be approved.

Breakfast may be claimed if an individual is away from home over-night. Lunch may be claimed if the individual cannot return to work before 1:00 pm. Dinner may be claimed if the individual cannot return home by 7:00 pm.

e) Incidentals

An expense for incidentals including but not limited to taxi fare and parking may be claimed. Receipts are required.

5) Council Per Diem

A member of Council attending a meeting away from the Resort Village, as the designated representative of Council, may claim the established per diem. Travel time is not claimable.

Council per diem rates shall be established by a motion of Council. The current rate as established by Council on January 19, 2022 is outlined in attached Schedule A.

6) Expense Form

All members of Council and staff shall submit a signed expense form along with required receipts within 30 days of the expenses being incurred.

Approval for payment for Council and all staff expenses shall form part of the regular accounts payable authorization process

Resort Village of Elk Ridge
Travel & Expense Policy

Schedule "A"

1) Personal Vehicle

As of January 19, 2022 the rate per kilometre is \$0.61

2) Meals

As of January 19, 2022 the rates are:

- Breakfast \$10.00
- Lunch \$15.40
- Dinner \$20.90

3) Council Per Diem

As of January 19, 2022 the per diem rate is \$15.50/hr to a maximum of \$125/day.

Note:

The above rates may be amended by a motion of Council.

APPROVED: 21 day of March, 2023, Council Motion # 91 - 2023