



**Resort Village of Elk Ridge
Regular Council Meeting Minutes
June 20, 2024**

A regular meeting of Council held on Thursday June 20, 2024 at 10:00 a.m. in the White Tail room at Elk Ridge Resort Lodge.

Present: Mayor Garry McKay
Councillors Trudy Engel
Margaret Smith-Windsor
Ross Hewett

CAO Michele Bonneau

Presenters: Clint Austin (Implementation Committee)
Jim Walters (Crosby Hanna & Associates)

1. CALL TO ORDER

Mayor McKay called the meeting to order at 10:00 a.m.

2. APPROVAL OF AGENDA

2024-129 SMITH-WINDSOR: That the agenda be adopted as presented.
HEWETT: Seconded the motion

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting – May 16, 2024

2024-130 ENGEL: That the minutes of the May 16, 2024 Regular Council Meeting be adopted.
HEWETT: Seconded the motion

CARRIED

3.2 Special Meeting – May 21, 2024

2024-131 HEWETT: That the minutes of the May 21, 2024 Special Council Meeting be adopted.
SMITH-WINDSOR: Seconded the motion

CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

5. DELEGATIONS

6. PUBLIC HEARINGS

7. PUBLIC ACKNOWLEDGEMENTS

8. BUSINESS ARISING FROM MINUTES

8.1 Utility Budget 2024

- 2024-132 HEWETT: That Council approves the 2024 Utility Operating Budget for the period of November 1 – December 31, 2024 as presented with estimated total revenue of \$175,093.06 and expenditures of \$70,473.34.
ENGEL: Seconded the motion
CARRIED
- 2024-133 ENGEL: That the CAO prepare a 2024 – 2028 Five Year Utility Capital Budget for the July 18, 2024 Council Agenda.
SMITH-WINDSOR: Seconded the motion.
CARRIED
- 2024-134 SMITH-WINDSOR: That the CAO prepare and present a full 2025 calendar year Utility Budget for the September 2024 Council Meeting.
HEWETT: Seconded the motion.
CARRIED

9. NEW BUSINESS

9.1 Zoning Bylaw (Jim Walters)

Presentation to Council.

Council took a recess from 12:30 – 1:15 p.m. for lunch.

9.2 Rental of Fire Hall

- 2024-135 HEWETT: That Council enter into an agreement to rent the old fire hall on Elk Ridge Place to Payton Hall for \$400.00 plus taxes on a month to month basis and 30 day termination notice.
ENGEL: Seconded the motion.
CARRIED

9.3 Policy 2024-UT-001 Water Quality Assurance & Control Policy (Clint Austin)

- 2024-136 ENGEL: That Policy 2024-UT-001 Water Quality Assurance & Control Policy be approved as presented.
SMITH-WINDSOR: Seconded the motion.
CARRIED

9.4 Policy 2024-UT-002 – Precautionary Boil Water Advisory Policy (Clint Austin)

- 2024-137 HEWETT: That Policy 2024-UT-002 – Precautionary Boil Water Advisory Policy be approved as presented.
ENGEL: Seconded the motion
CARRIED

9.5 Asset Transfer Agreement (Clint)

- 2024-138 SMITH-WINDSOR: That Section 1.01 i) remove the reference to Excluded Assets on page 2 of the agreement.
ENGEL: Seconded the motion.
CARRIED
- 2024-139 HEWETT: That Council approve in principal the Asset Transfer Agreement as amended.
ENGEL: Seconded the motion.
CARRIED

10. MOTIONS

Notice of Motion – Bylaw 01-2022 Tax Penalties

- 2024-140 McKAY: That Bylaw 01-2022 be amended by
- replacing imposed with owing in section 1

- adding subsection 2d) No penalty is to be added to any tax account in good standing that is on the monthly Tax Installment Plan
- replacing 4a) and 4b)l. with Where taxes levied for the previous taxation year(s) are paid in full, excluding month Tax Installment Payment Plan payments, then notwithstanding that taxes for a taxation year have not been levied, the whole or any portion of the municipal taxes paid to the Resort Village on or before March 31 for that taxation year shall receive a discount on the amount paid
- removing subclause 4b)l 4,5,6

HEWETT: Seconded the amendment

CARRIED

The amended Bylaw will be presented and considered at the July 18, 2024 meeting as amended.

11. ADMINISTRATION REPORT

Administration Reports

2024-141 HEWETT: That Council approve in principle the installation of a walk-biking lane from Highway 264 to the stop sign.
SMITH-WINDSOR: Seconded the motion.

CARRIED

2024-142 SMITH-WINDSOR: That the administrators report be accepted as presented.
ENGEL: Seconded the motion.

CARRIED

11.1 Municipal Revenue Sharing

2024-143 SMITH-WINDSOR: The Council of the Resort Village of Elk Ridge confirms that:

1. The 2022 Audited Financial Statements have been submitted to the Ministry
2. All members of council have filed and annually updated their Public Disclosure Statements, as required
3. he Resort Village is in good standing with respect to reporting and remittance of Education Property Taxes.
4. A Council Procedures Bylaw has been adopted.
5. A Employee Code of Conduct Bylaw has been adopted
6. The Resort Village of Elk Ridge does not run a Water Works system.

HEWETT: Seconded the motion.

CARRIED

11.2 Consolidation of Lots 13 & 14 Estates Drive

2024-144 SMITH-WINDSOR: That Council approve the request from the owners for the consolidation of Units 13 & 14 Plan 99PA21324 with civic addresses of 13 and 14 Estates Drive and further, that no building permit be issued until the Resort Village has received written confirmation that the registration of the consolidation with ISC has been completed.
ENGEL: Seconded the motion.

CARRIED

12. FINANCE REPORT

12.1 Monthly Bank Reconciliation & Financial Statement

2024-145 ENGEL: That the Statement of Financial Activities, Balance Sheet and List of Accounts Paid be accepted and filed.
SMITH-WINDSOR: Seconded the motion.

CARRIED

13. READING OF BYLAWS

13.1 Bylaw 2024-07 A Bylaw to Manage Waterworks and Sewage works

2024-146

SMITH-WINDSOR: That Part 34f) (Account in Arrears) be deleted.
ENGEL: Seconded the motion.

CARRIED

2024-147

HEWETT: That Bylaw 2024-07 A Bylaw to Manage Waterworks and Sewage works be introduced as amended and read a first time.
ENGEL: Seconded the motion.

CARRIED

2024-148

ENGEL: That Bylaw 2024-07 A Bylaw to Manage Waterworks and Sewage works, as amended, be now read a second time.
SMITH-WINDSOR: Seconded the motion.

CARRIED

13.2 Bylaw 2024-08 – A Bylaw to Extend the time required for the completion of the 2023 Financial Statements

2024-149

SMITH-WINDSOR: That Bylaw 2024-08 A Bylaw to Extend the time required for the completion of the 2023 Financial Statements be introduced and read a first time.
HEWETT: Seconded the motion.

CARRIED

2024-150

HEWETT: That Bylaw 2024-08 A Bylaw to Extend the time required for the completion of the 2023 Financial Statements be now read a second time.
ENGEL: Seconded the motion.

CARRIED

2024-151

ENGEL: That leave be granted for third reading of Bylaw 2024-08 A Bylaw to Extend the time required for the completion of the 2023 Financial Statements.
SMITH-WINDSOR: Seconded the motion.

UNANIMOUSLY CARRIED

2024-152

SMITH-WINDSOR: That Bylaw 2024-08 A Bylaw to Extend the time required for the completion of the 2023 Financial Statements be now read a third time and adopted.
HEWETT: Seconded the motion.

CARRIED

2024-153

ENGEL: That Bylaw 2023-07 A Bylaw to Extend the time required for the completion of the 2022 Financial Statements be repealed.
HEWETT: Seconded the motion.

CARRIED

14. NOTICE OF MOTION

1. That the Public Works Committee be disbanded.
2. That the Community Services Committee be disbanded.
3. That the Resort Village of Elk Ridge pursue a sole source Agreement with the Routes2SK for road sanding and appropriate sanding material commencing the 2024-25 winter season.
4. That Bylaw 2024-04 to provide for a Base Tax be amended by replacing \$360 with \$300 for the Commercial and Industrial Property Class under Land & Improvements.

15. INQUIRIES

16. IN-CAMERA

2024-154

ENGEL: That Council go in-camera to discuss utility employment offers at 3:23 pm.
SMITH-WINDSOR: Seconded the motion.

CARRIED

Present: Mayor McKAY, Councillors: ENGEL, HEWETT, SMITH-WINDSOR, and CAO

2024-155 ENGEL: That Council reconvenes to the Regular Council Meeting at 3:35 pm.
HEWETT: Seconded the motion.

CARRIED

Present: Mayor McKAY, Councillors: ENGEL, HEWETT, SMITH-WINDSOR, and CAO

2024-156 SMITH-WINDSOR: That Council amends letters of employment to Russell Nelson to 33
hours per week and Terri Kowbel-Nesbitt to 21 hours per week.
HEWETT: Seconded the motion.

CARRIED

2024-157 McKAY: That the CAO develop a staffing model including utility billing for the July 18,
2024 Council Meeting.
SMITH-WINDSOR: Seconded the motion.


CARRIED

17. INFORMATION ITEMS/CORRESPONDENCE

18. ADJOURNMENT

2024-158 HEWETT: That this meeting now be adjourned at 3:37 p.m.
SMITH-WINDSOR: Seconded the motion

CARRIED



Mayor Garry McKay



CAO Michele Bonneau



RESORT VILLAGE OF ELK RIDGE

BYLAW NO. 2024-08

A BYLAW TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE 2023 FINANCIAL STATEMENT

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

1. For the 2023 financial year, the time required for completion of certain financial and audit procedures for the Resort Village of Elk Ridge be extended as follows:
 - a. The time required pursuant to subsection 185(1) of *The Municipalities Act* to complete the annual audit of the municipality's books and records of the annual financial statement be and is extended to September 1, 2024.
 - b. The time required pursuant to subsection 186(1) of *The Municipalities Act* for the submission of a copy of the financial statement and the auditor's report be and is extended to no later than November 15, 2024.
 - c. The time required pursuant to subsection 185(3) of *The Municipalities Act* to publicize the financial statement or synopsis and auditor's report be and is extended to no later than November 15, 2024.

2. Coming into Force


This bylaw shall come into force on June 20, 2024.

Read a FIRST time this 20 day of June, 2024.


Read a SECOND time this 20 day of June, 2024.

Read a THIRD time and adopted this 20 day of June, 2024.





Mayor



CAO