

Resort Village of Elk Ridge
Agenda
May 16, 2024 10:00 am – 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 April 18, 2024 Regular Meeting

3.2 Minutes of the May 7, 2024 Special Meeting

4. Declaration of Conflict of Interest:

5. Delegations Scheduled:

5.1 Utility Update – Clint Austin

- Policy GG-Fi-002 – Asset Management Policy

- Policy GG-Fi-003 Credit Card Policy

- Policy UT-001 Water Quality Assurance & Control Policy

- Policy GG-Fi-004 OHS & Harassment Policy

6. Public Hearings:

7. Public Acknowledgements:

8. Business Arising from Minutes:

8.1 Budget 2024

9. New Business:

10. Motions:

11. Administration Reports:

11.1 CAO Report

12. Financial Report

12.1 Financial Report, Bank Reconciliation, Balance Sheet, Payment Register

13. Reading of Bylaw(s):

14. Notice of Motion:

14.1 Bylaw 01-2022 Tax and Penalties

15. Inquiries:

16. In camera:

17. Information Items/Correspondence:

17.1 Letter from Government Relations – May 9, 2024

17.2 SPSA – Fuel Management Plan Update

17.3 Mentor Report

18. Adjournment



Resort Village of Elk Ridge
Regular Council Meeting Minutes
April 18, 2024

A regular meeting of Council held on Thursday April 18, 2024 at 10:00 a.m. in the White Tail Room at Elk Ridge Resort Lodge.

Present: Mayor Garry McKay (via Teams)
 Councillors Trudy Engel
 Margaret Smith-Windsor
 Ross Hewett (via Teams)

CAO Michele Bonneau

Regrets: None

1. CALL TO ORDER

Mayor McKay called the meeting to order at 10:05 a.m.

2. APPROVAL OF AGENDA

2024-53

HEWETT: That the agenda for this meeting be approved as amended as follows:
 9.5 Audit 2022 and 2023 Appointment of Auditor
 9.6 Budget
 15 Utility

ENGEL: Seconded the motion

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting – March 21, 2024

2024-54

SMITH WINDSOR: That the minutes of the February 20, 2024 Regular Council Meeting be adopted.

HEWETT: 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 Purchasing Policy

2024-55

HEWETT: That Policy GG-Fi-001 Purchasing Policy be adopted.
 SMITH-WINDSOR: Seconded the motion.

- 9. NEW BUSINESS**
- 9.1 NCSWMC – Annual Meeting**

2024-56 SMITH-WINDSOR: That the RESORT VILLAGE OF ELK RIDGE decline to send a representative to the annual meeting.
ENGEL: Seconded the motion.

CARRIED
- 9.2 UMAAS Convention – May 29 – May 31, 2024**

2024-57 SMITH-WINDSOR: That Michele Bonneau be authorized to attend the UMAAS Convention being held in Saskatoon on May 28 – May 31, 2024 and the associated expenses be paid by the municipality.
HEWETT: Seconded the motion.

CARRIED
- 9.3 Election 2024**

2024-58 SMITH-WINDSOR: That Michele Bonneau, CAO be appointed as **Chief Returning Officer** for the July 27, 2024 Municipal election.
ENGEL: Seconded the motion.

2024-59 ENGEL: That an **ADVANCE POLL** be set for July 20, 2024 from 9:00 am – 1 p.m.

CARRIED
- 9.4 Banking**

2024-60 ENGEL: That Affinity Credit Union be appointed as the primary banking institution for the Resort Village of Elk Ridge for the next 2 years (May 1, 2024 – April 30, 2026).
HEWETT: Seconded the motion.

CARRIED
- 9.5 Audits**

2024-61 SMITH-WINDSOR: That Council table the final draft of the audited 2022 financial statements as presented and the appointment of a 2023 auditor to a Special Meeting on May 7, 2024 at 10:00 a.m..
HEWETT: Seconded the motion.

CARRIED
- 9.6 Budget 2024**

2024-62 MCKAY: That Council table Budget 2024 to the May 7, 2024 Special Meeting.
HEWETT: Seconded the motion.

CARRIED
- 10. MOTIONS**
- 11. ADMINISTRATION REPORT**
- 11.1 Accept Administration Report**

2024-63 ENGEL: That the administrators report be accepted as presented.
HEWETT: Seconded the motion.

CARRIED

12. FINANCE REPORT

12.1 Monthly Bank Reconciliation & Financial Statement

2024-64 ENGEL: That the March Bank Reconciliation, Statement of Financial Activities, Balance Sheet and List of Accounts Paid be accepted and filed.
McKAY: Seconded the motion.

CARRIED

13. READING OF BYLAWS

13.1 Bylaw No. 2024-01 Tax Penalties

2024-65 HEWETT: That Bylaw No. 2024-01 Tax Penalties be introduced and read a first time; this bylaw is for three readings.
SMITH-WINDSOR: Seconded the motion.

CARRIED

2024-66 SMITH-WINDSOR: That Bylaw No. 2024-01 Tax Penalties be now read a second time.
ENGEL: Seconded the motion.

CARRIED

2024-67 HEWETT: That leave be granted for a third reading of Bylaw 2024-01 Tax Penalties.
SMITH-WINDSOR: Seconded the motion

DEFEATED

13.2 Bylaw 2402-02 Building Administration

2024-68 ENGEL: That Bylaw No. 2024-02 Building Administration be introduced and read a first time; this bylaw is for three readings.
SMITH-WINDSOR: Seconded the motion.

CARRIED

2024-69 HEWETT: That Bylaw No. 2024-02 Building Administration be now read a second time.
SMITH-WINDSOR: Seconded the motion.

CARRIED

2024-70 ENGEL: That leave be granted for a third reading of Bylaw No. 2024-02 Building Administration.
HEWETT: Seconded the motion.

UNANIMOUSLY CARRIED

2024-71 HEWETT: That Bylaw No. 2024-01 Building Administration be now read a third time and adopted.
SMITH-WINDSOR: Seconded the motion.

CARRIED

13.3 Bylaw 2024-03 Building Permit Fees

2024-72 SMITH-WINDSOR: That Bylaw No. 2024-03 Building Permit Fees be introduced and read a first time; this bylaw is for three readings.
ENGEL: Seconded the motion.

CARRIED

2024-73 HEWETT: That Bylaw No. 2024-03 Building Permit Fees be now read a second time.
ENGEL: Seconded the motion.

CARRIED

2024-74 ENGEL: That leave be granted for a third reading of Bylaw No. 2024-03 Building Permit Fees.
SMITH-WINDSOR: Seconded the motion.

UNANIMOUSLY CARRIED

2024-75 SMITH-WINDSOR: That Bylaw No. 2024-03 Building Permit Fees be now read a third time and adopted.
HEWETT: Seconded the motion.

CARRIED

14. NOTICE OF MOTION

15. INQUIRIES

16. IN-CAMERA

17. INFORMATION ITEMS/CORRESPONDENCE

18. ADJOURNMENT

2024-76 HEWETT: That this meeting now be adjourned at 12:52p.m.
ENGEL: Seconded the motion

CARRIED

Mayor Garry McKay

CAO Michele Bonneau



**Resort Village of Elk Ridge
Special Council Meeting Minutes
May 7, 2024**

A special meeting of Council held on Tuesday, May 7, 2024 at 10:00 a.m. in the White Tail Room at Elk Ridge Resort Lodge.

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

CAO Michele Bonneau
Mentor Nicole Lerat

Regrets: None

1. CALL TO ORDER

Mayor McKay called the meeting to order at 10:15 a.m.

2. DELEGATIONS

3. APPROVAL OF AGENDA

2024-77 SMITH-WINDSOR: That the agenda for this meeting be approved as amended as follows:

add:

- 5.1 Bylaw 2024-01 – Fire Service Levy Bylaw
- 5.2 Bylaw 2024-04 – Base Tax Bylaw
- 5.3 Bylaw 2024 – 05 – Mill Rate Bylaw
- 5.4 Bylaw 2024 – 06 – Sanitation Levy Bylaw

ENGEL: Seconded the motion

CARRIED

4. PUBLIC HEARINGS

5. READING OF BYLAWS

6. PUBLIC HEARINGS

7. BUSINESS ARISING FROM MINUTES

7.1 Audit 2022

2024-78 SMITH-WINDSOR: That Council approve the 2022 Draft Audited Financial Statements as presented by Grant Thornton.

ENGEL: Seconded the motion

CARRIED

- 2024-79** **7.2** **2023 Auditors**
 ENGEL: That Council appoint Jensen Stromberg as the 2023 Auditors for the Resort Village of Elk Ridge.
 HEWETT: Seconded the motion. CARRIED

- 8.** **ACTION/MOTION ITEMS:**
- 9.** **ADMINISTRATION REPORTS**
- 10.** **ACCOUNTS FOR PAYMENT**
- 11.** **FINANCIAL STATEMENTS**
- 12.** **COUNCIL DIVISIONAL REPORTS**
- 13.** **NEW BUSINESS:**
- 2024-80** **13.1** **Budget 2024**
 HEWETT: That Council table the 2024 Budget to the regular meeting on May 16, 2024.
 SMITH-WINDSOR: Seconded the motion CARRIED
- 14** **IN-CAMERA:**
- 15.** **CORRESPONDENCE:**
- 16.** **OTHER BUSINESS:**
- 2024-81** **17.** **ADJOURNMENT**
 ENGEL: That this meeting now be adjourned at 1:50 p.m.
 HEWETT: Seconded the motion

Mayor Garry McKay

CAO Michele Bonneau



ASSET MANAGEMENT POLICY

Policy Name:	Asset Management Policy	Effective Date:	
Policy Number:	GG-Fi-002	Approval Date:	May 16, 2024
Category:	Tangible Assets	Council Resolution Number:	
No. of Pages:	5, plus 3 Appendices	Replaces Policy:	

1) BACKGROUND

- a) Council’s vision and goals for a safe, livable, sustainable and economically vibrant community is underpinned by managed and maintained infrastructure assets. These assets may include but are not limited to roads, economical, safe and reliable water distribution and sewage collection systems, reliable information technology systems, productive fleets, and accessible recreation and civic facilities.
- b) Though these assets age and deteriorate over time, by using sound asset management practices, Council and the community can be assured that the assets meet performance levels, are used to deliver the desired service in the long term and are managed for present and future users.

2) PURPOSE

- a) The purpose of this policy is to ensure that the Resort Village of Elk Ridge establishes sound principles, guidelines and plans for managing Resort Village infrastructure and service levels.

3) APPLICATION

- a) This policy applies to all Resort Village of Elk Ridge staff, contractors, Mayor and Council and all Committees and Boards of Council.

4) DEFINITIONS

- a) **Administration or Chief Administrative Officer (“CAO”)** means the Chief Administrative Officer of the Resort Village of Elk Ridge.
- b) **Asset Management** means the process of making decisions and plans about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.
- c) **Asset Maintenance or maintenance** means regular activities conducted to keep a physical infrastructure asset functioning in its intended state. Maintenance activities are not considered capital investments.

- d) **Asset Renewal** means the replacement, refurbishment, or major maintenance of an asset that represents a capital investment and extends the life of an asset.
- e) **Capital Plan** means a multi-year plan that identifies the capital infrastructure projects and their cost to address the current and future service objectives.
- f) **Capital Planning Workbook or Workbook** means the compilation of all relevant planning worksheets and documents used to compile the Capital Plan and Long-Term Financial Plan. Includes, in full or partial form, but may not be limited to:
 - i) Appendix A – Resort Village Asset Management Workbook
 - ii) Appendix B - Utility Capital Planning and Budgeting Workbook
 - iii) Appendix C – Resort Village 5-Year Capital Plan
- g) **Council** means the Council of the Resort Village of Elk Ridge
- h) **Long-term Financial Plan** means a plan that documents the process of aligning financial capacity with long-term service objectives.
- i) **Resort Village or Resort Village** means *The Resort Village of Elkridge*.

5) IMPLEMENTATION GUIDELINES AND PRACTICES

- a) This policy shall be implemented by Administration using accepted industry guidelines and practices such as those recommended by Municipal Relations, Federation of Canadian Municipalities InfraGard, etc.)
- b) The Resort Village will also comply with required capital asset reporting requirements and integrate the asset management program into operational plans throughout the organization.

6) ASSET LIFECYCLE DECISIONS AND STRATEGIES

- a) **General Decision Making.** The Resort Village will make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement and disposal) associated with infrastructure asset decisions, including additions and deletions. Tradeoffs should be articulated and evaluated, and the basis for the decision recorded.
- b) **Asset Acquisition or Construction.** Decisions to acquire or construct new assets will be based on an understanding that the asset supports the long-term goals of the community, and that the full life cost of ownership has been considered and incorporated into future operating and financial plans.
- c) **Asset Maintenance.** For each asset, efficient maintenance strategies will be implemented that consider sustaining the desired service levels and seeks to minimize risk and the life cycle cost of ownership. Maintenance activities are either performed annually (i.e., one or more times per year) or periodically (e.g., every other year, every two years, every four years, etc.)
- d) **Asset Renewal/Replacement.** Decisions to renew or replace an asset will consider risk (probability and consequences of asset failure), life cycle cost and the impacts on the level of service.

- e) **Asset Disposal.** The utilization and function of all assets will be considered periodically together with the cost of operating and maintenance. Assets will be disposed of where it is determined that community resources can be applied to other uses with greater benefit.

7) CAPITAL PLANNING PROCESS

- a) **Annual Requirement.** The Resort Village shall conduct an annual capital and long-term financial planning process with the goal of producing an updated Capital Plan and Long-term Financial Plan.
- b) **Objectives of Planning.** The objectives of the planning process shall assist Administration and Council to achieve the following:
 - i) Estimating and managing operating surpluses and deficits, which help mitigate unplanned expenditures, as well as mitigating large discrepancies between budget and actuals;
 - ii) Anticipate and plan for the future funding requirements and financial strategies;
 - iii) Make decisions around working capital requirements, Plant, Property and Equipment requirements, as well as deciding on term investment strategies;
 - iv) Make decisions around waterworks and sewage works pricing and billing policies;
 - v) Predict material changes in asset valuation and insurance needs;
 - vi) Provide regulatory authorities with evidence that the Resort Village has corrective action plans in place to address deficiencies.
- c) **Planning Inputs.** The process should review and consider information from relevant sources such as:
 - i) Operational and regulatory compliance inspection reports (e.g., WSA, WorkSafe SK, etc.);
 - ii) Engineering and Technical reports, studies and design criteria (e.g., Water Treatment, Wells, Reservoirs, etc.);
 - iii) Equipment deficiency and repair lists (e.g., Utility staff deficiency list, etc.) ;
 - iv) Asset renewal and upgrade projects (e.g., Computers, printers, Water filtration, Wells, Lagoon, furniture, buildings, roads, etc.);
 - v) Original Equipment Manufacturer (“OEM”) guidelines (e.g., backup generator, control systems, etc.);
 - vi) Official Community Plan, and long-term forecast for community development and growth,
 - vii) Asset Construction or acquisition plans;
 - viii) Risk assessments related to ageing infrastructure and equipment with long-lead times;
 - ix) Risks assessment related to community safety, health and potential threats to the environment;
 - x) Emergency Response Plan, Community Social Plans, Recreation Plans, etc.;
 - xi) Capital Investment Strategy for water and sewer;
 - xii) Estimates of year-to-year inflationary changes and impact on expenditure.

- d) **Process.** Annually, the business environment, inspection reports, and assumptions are reviewed by Administration and Public Works and Utility staff the Workbook is updated accordingly. Key elements of the process should include:
- i) Performing scenario and sensitivity analysis by adjusting the cost and timing of projects and renewal activities.
 - ii) Consideration of potential changes in the rate of community development by consulting with realtors and local businesses.
 - iii) Utility revenues and pricing changes should be adjusted only after the timing of projects have been optimized with relative to community needs and risk.

8) ROLES AND RESPONSIBILITIES

a) **Public.**

- i) Providing input to the expected levels of service.

b) **Council.**

- i) While Administration and staff, public and other agencies may provide input on the nature and text of the policy, Council retains the authority to approve, update, amend or rescind any component of the asset management policy.
- ii) Oversight of policy implementation and execution.
- iii) Exercising stewardship over Resort Village assets, and related policies and budgets.
- iv) Ensuring review and continual improvement of the policy, as required.

c) **Chief Administrative Officer.**

- i) Monitoring and providing oversight over infrastructure standards and established service levels.
- ii) Implementation of Asset Management Policy, as well as assigning responsibilities for tasks related to the development and maintenance of the Capital Planning Workbook.
- iii) Reviewing regulatory compliance reports.
- iv) Public reporting on the status of Resort Village assets and asset management strategies and plans.

d) **Public Works and Utilities Staff.**

- i) Implementation and execution of policy and plans, as prescribed or directed.
- ii) Developing and proposing infrastructure strategies and service plans.
- iii) Developing and maintaining asset inventories.
- iv) Proposing plans for the rehabilitation, extension, replacement, upgrading and decommissioning of assets.

- v) Establishing and monitoring replacement, periodic maintenance and renewal levels, based on lifecycle plans and costing principles.
- vi) Providing timely information to Administration on the status and condition of assets, or subsequent changes thereof.

9) REQUIREMENTS FOR REVIEW AND ASSESSMENT

- a) This policy is subject to Council every 2 years or earlier, as may be required. The Approval Date of the Policy or Resort Village Meeting Minutes shall indicate the last date of the review.

APPENDICES

The following appendices provide examples of the Capital Planning Workbook:

Appendix A – Asset Management Workbook

Appendix B - Utility Capital Planning and Budget Workbook

Appendix C – 5-Year Capital Plan



CREDIT CARD POLICY

Policy Name:	Credit Card Policy	Effective Date:	
Policy Number:	GG-Fi-003	Approval Date:	May 16, 2024
Department:	Finance	Council Resolution Number:	
No. of Pages:	3	Replaces Policy:	

1) PURPOSE

- a) The Resort Village of Elk Ridge provides corporate credit cards to Resort Village officials and employees to allow for purchases in circumstances where charge accounts cannot be established, or no other form of payment is accepted for expenses incurred.

2) APPLICATION

- a) This policy applies to all Resort Village of Elk Ridge staff, contractors, Mayor and Council and all Committees and Boards of Council.

3) DEFINITIONS

- a) **Administration or Chief Administrative Officer (“CAO”)** means the Chief Administrative Officer of the Resort Village of Elk Ridge.
- b) **Council** means the Council of the Resort Village of Elk Ridge
- c) **Resort Village or Resort Village** means *The Resort Village of Elkridge*.

4) USE OF CREDIT CARDS GENERAL RESPONSIBILITIES

- a) Corporate credit cards and credit limits shall be issued to the following Resort Village officials and employees:
 - i) CAO \$5000
 - ii) Public Works and Utilities Employees \$5000
- b) Corporate credit cards may be used for the following purposes:
 - i) Payment for Resort Village related travel, meals, and hospitality, in accordance with established policies and procedures.
 - ii) Other purchases as appropriate and approved by Administration.
- c) Corporate credit cards remain the property of the Resort Village and must be surrendered upon termination of employment or otherwise when so directed by Administration.

- d) Any annual or administration fee will be paid by Resort Village. In the event that a corporate credit card that is selected for Resort Village use has a rewards program, individual employees holding that card will enroll in that rewards program. Any rewards program fees will be paid by the Resort Village and all program rewards will accrue to the Resort Village.

5) PAYMENT OF CREDIT CARD BILLINGS

- a) On a monthly basis, the credit card statements and supporting original documentation/receipts must be reviewed and approved by the cardholder's immediate supervisor.
- b) The purpose of the review is to ensure items charged to the credit card:
 - i) Meet all Resort Village policies and procedures;
 - ii) Are reasonable and justifiable; and
 - iii) Are adequately supported by original receipts and explanations for expenditures.
- c) Credit card statements must be checked and coded by the cardholder and presented for payment to the CAO by the card statement date in order to avoid incurring interest charges. Late fees or interest charges will be the responsibility of the cardholder if receipts are not submitted in a timely manner.
- d) All original receipts and credit card charge slips must accompany the statement for payment. Unsubstantiated charges will be the responsibility of the cardholder who incurred the charge on the credit card.
- e) If credit card receipts are not received by the Chief Administrative Officer in due time, any personal expense claims submitted for reimbursement will be held until corporate credit card receipts have been received.
- f) In addition, if neither a sufficient receipt is provided nor a sufficient explanation for the expenditure, the expenditure may be deemed by the Resort Village to be a personal expenditure of the individual cardholder and the Resort Village may request reimbursement from that cardholder.

6) RESTRICTION ON USE OF CREDIT CARDS

- a) Corporate credit cards may not be used for personal expenditures of any nature whatsoever. Corporate credit cards are for the sole use of the holder and must not be used for expenditures on behalf of other employees, unless approved by the Chief Administrative Officer.
- b) Use of the card must follow all other policies. All expenditures must be within the parameters of the cardholder's assigned responsibilities and delegated authority, and within approved budgets.
- c) Misuse of the card may result in suspension of corporate credit card privileges, and additional disciplinary action as appropriate. Cash advance withdrawals are prohibited.

7) APPROVAL OF EXPENDITURES

- a) Expenditures approvals shall conform with the bylaws for Authorization of Certain Expenditures and the Purchasing Policy Bylaw.
- b) Expenditures are approved prior to payment on the statement date. Should a cardholder be unclear as to whether an expenditure will be approved by the Resort Village, it is the employee's responsibility to receive authorization for the purchase prior to the purchase being charged to the credit card.



Waterworks Quality Assurance & Control Policy

Policy Name:	Waterworks QA/QC Policy	Effective Date:	
Policy Number:	GG-UT-001	Approval Date:	May 16, 2024
Policy Area:	Public Works & Utilities	Council Resolution Number:	
Policy Section:		Replaces Policy:	
No. of Pages:	5		

1) WATERWORKS POLICY STATEMENT

- a) The Resort Village of Elk Ridge Mayor, Council and Administration (“we”) understand that supplying good quality drinking water is essential to the continued growth, prosperity, and wellbeing of our community.
- b) We are committed to managing all aspects of our water system effectively to provide safe and aesthetically appealing water that tastes good and is free from objectionable colour or odour.
- c) All drinking water we provide will be produced, treated and distributed in accordance with the quality standards required by the *Waterworks and Sewage Works Regulations*.

2) APPLICATION

- a) This policy applies to all Resort Village of Elk Ridge staff, contractors, Mayor and Council and all Committees and Boards of Council.

3) DEFINITIONS

- a) **Act** means The *Environmental Management and Protection Act* of Saskatchewan
- b) **Administration** means the office of the Chief Administrative Officer, inclusive of workers and contractors.
- c) **Chief Administrative Officer (“CAO”)** means the Chief Administrative Officer of the Resort Village of Elk Ridge.
- d) **Regulations** means *The Waterworks and Sewage Works Regulations*.
- e) **Resort Village** means *The Resort Village of Elkridge*.
- f) **Program** means the compilation of all policies, documents, plans and records related to the Resort Village of Elk Ridge’s Drinking Water Quality Management System.

g) **Sewage Works** means the same as *Sewage Works* as it is defined in the Act.

h) **Waterworks** means the same as *Waterworks* as it is defined in the Act.

4) GENERAL RESPONSIBILITIES

All of our officials, managers, and employees involved with the supply of drinking water are responsible for understanding, implementing, maintaining, and continuously improving the Drinking Water Quality Management System. To achieve our goals we will:

- a) Cooperate with the provincial government to protect our waterworks and water sources from contamination.
- b) Ensure the potential risks associated with water quality are identified and assessed.
- c) Ensure that our water supply, treatment, storage, and distribution infrastructure is properly designed, constantly maintained, and regularly evaluated and improved.
- d) Include the drinking water quality and quantity priorities, needs, and expectations of our citizens, the provincial authorities, and our water system employees in our planning.
- e) Develop a mechanism to ensure adequate funds are available for the water utility to maintain and improve the infrastructure, implement best practices, and ensure our water treatment employees are educated about their responsibilities and adequately trained and certified.
- f) Establish regular verification of the quality of drinking water provided to our citizens and monitoring of the water treatment process that produces the water.
- g) Provide community awareness about the water supply and its management by establishing and maintaining effective reporting of the water quality and timely information about the water system to our citizens.
- h) Develop contingency plans and incident response capabilities in cooperation with provincial authorities.
- i) Where possible participate in activities to ensure continued understanding of drinking water quality issues and performance.
- j) Regularly assess our performance and continually improve our practices to produce good quality water.
- k) We will establish a Drinking Water Quality Management Program to achieve these goals and adequately manage the risks to our drinking water quality.

5) REQUIREMENTS OF THE DRINKING WATER QUALITY MANAGEMENT SYSTEM

The Program shall conform to the standards and requirement of the Act, Regulations, and the standards of EPB 243. Specifically, the Program shall include the following elements:

- a) Organizational Chart. An organizational chart shall be available illustrating roles and the reporting structure for the Resort Village and Public Works and Utilities department.
- b) Roles and Responsibilities. The specific waterworks and sewage works responsibilities for Mayor, Council, and each of the committees and organizational roles shall be provided. The list of names and contact information shall be made readily available to the public.
- c) Knowledge and Training. Professional development, training and certification of Certified Operators shall be implemented and maintained as prescribed by the Saskatchewan *Operator Certification Board*.
- d) The Operations and Maintenance Protocols. The operational and maintenance protocols for the community waterworks will be established and will be performed in accordance with the standard operating procedures of the waterworks industry.
 - i) The protocols should include but is not limited to listing and description of key infrastructure and equipment, system design capacity, range of operations, chemical feed frequencies, metering and recording frequencies, inspection and cleaning frequencies, and testing frequencies.
- e) Water Quality Monitoring. Water quality monitoring shall be performed in accordance with those specified in the water rights licences and operating permits, Regulations and any order issued by Water Security Agency (“WSA”). Quality monitoring requirements include, but are not limited to the following:
 - i) performing daily free chlorine residual monitoring of drinking water entering the distribution system and turbidity monitoring at each filter as required by regulation, permit or ministers order issued by WSA.
 - ii) all required drinking water quality monitoring samples, other than samples for chlorine residual, turbidity or pH will be sent to and analyzed by an accredited laboratory.
- f) Operational Monitoring. Operational monitoring shall include all operational measures and processes in accordance with those prescribed or recommended by the EPO, professional engineer, or technical authority.
- g) Water Quality Reporting. Water quality reporting shall be performed in conducted in accordance with those specified in the water rights licences and operating permits, Regulations and any order issued by Water Security Agency (“WSA”). Reporting requirements include, but are not limited to the following:
 - i) The Environmental Project Officer (EPO) responsible for regulation of the

- waterworks will be advised of any failure to meet a free-chlorine residual of at least 0.1 mg/L for water entering the distribution system as well as any exceedance of turbidity levels as required by operational permit, minister's order or regulatory requirement.
- ii) The EPO will be advised of any positive bacteriological sample result as well as any exceedance of other water quality standards as determined through sampling and analysis for other substances as required by permit or minister's order.
 - iii) The EPO will of any failure of the disinfection system or any other upset to the water treatment process, operation or distribution system concern in accordance with good practice or the emergency response plan and or technical action plans for the waterworks.
- h) Record Keeping Responsibility. Operational records and logs shall be kept and maintained by the **Utility Superintendent** be written kept in accordance with the requirement of the Regulations.
- i) Operational Logs and Records. Operational logs and records will be recorded and maintained in the following manner:
- i) operational records or logs must be made in chronological order, with the dates, times and testing locations clearly indicated;
 - ii) entries in an operational record or log will only be made by the permittee or person specifically appointed by the permittee;
 - iii) persons making an entry in an operational record or log shall do so in a manner that allows the person to be unambiguously identified as the maker of the entry;
 - iv) operational records or logs must be maintained for at least five years;
 - v) any anomalies or instances of missing entries in an operational record or log must be accompanied by explanatory notes;
 - vi) operational records or logs must only contain data or information that is actually observed or produced;
 - vii) operational records or logs must not contain default values generated manually or by automated means;
 - viii) operational records or logs maintained in accordance with the above requirements must be made available promptly on request of the Minister of Environment or a representative of the Minister.

- j) Information Requirements. Operational logs and records shall include the following information:
- i) total water pumped into the distribution system on a daily basis, or the total raw water used;
 - ii) the types, dosages and total amounts of chemicals applied to the water for treatment;
 - iii) locations from which samples for any tests conducted by the permittee of the waterworks were taken in accordance with the permittee's permit and the name of the person who conducted the sampling or testing and the results of those tests;
 - iv) any departures from normal operating procedures that may have occurred and the time and date that they occurred;
 - v) any instructions that were given during operation of the waterworks to depart from normal operating practices and the name of the person who gave the instructions;
 - vi) any upset condition or bypass condition, the time and date of the upset condition or bypass condition and measures taken to notify others and resolve the upset condition or bypass condition;
 - vii) any condition of low disinfectant levels, the time, date and location of occurrence and measures taken to restore disinfectant levels to required values;
 - viii) the dates and results of calibrating any metering equipment and testing instruments; and
 - ix) the dates and types of maintenance performed on equipment and any actions taken to ensure the normal operations of the waterworks.
- k) Review Responsibilities and Requirements. Operational logs and records shall be reviewed by the **Utility Superintendent and Public Works and Utilities Committee** on a monthly basis.
- i) If the review of the records or logs indicates that the quality of water from the waterworks has been adversely affected, the findings will be reported to the Water Security Agency as soon as reasonably practical.
- l) Annual Notice to Consumers. The Resort Village shall develop and make publicly available an Annual Notice of Water Quality to Consumers for the past two years. This notice shall be inclusive of all requirements stated in section 42 of the Regulations.

- m) Annual Compliance Inspection Reports. The Resort Village shall make publicly available the Annual Waterworks and Sewage Work Compliance Inspection reports for the past two years.
- n) Emergency Response Plan. The Resort Village Emergency Response Plan shall be inclusive of the standards and guidelines Waterworks Emergency Response Planning Standard EPB 540.

6) CONFLICTS BETWEEN POLICY, PROGRAM and REGULATIONS

- a) In the event of a conflict between the requirements of the Regulations, this policy or those stated in the Waterworks Quality Management Program the Regulations shall prevail.

7) REQUIREMENTS FOR REVIEW AND ASSESSMENT

- a) This policy is subject to Council every 2 years or earlier, as may be required. The Approval Date of the Policy or Resort Village Meeting Minutes shall indicate the last date of the review.
- b) The Water Quality Management Program shall be independently assessed for adequacy, effectiveness and conformance no later than 12 months after a Resort Village election.
- c) The Water Quality Management Program shall be reviewed annually by Administration and the Public Works and Utilities Committee for its adequacy, effectiveness and conformance. The results of the review shall be reported to Council at least 1 month prior to approval of the annual budget.



OH&S AND HARRASSMENT POLICY

Policy Name:	OH&S Policy	Effective Date:	
Policy Number:	GG-Fi-004	Approval Date:	May 16, 2024
Area:	OH & S	Council Resolution Number:	
Description:		Replaces Policy:	
No. of Pages:	6		

1) OH&S POLICY STATEMENT

- a) The Resort Village of Elk Ridge is committed to the protection of our employees, contractors and volunteers.
- b) In fulfilling this commitment, Resort Village Council and Administration will provide and maintain a safe and healthy work environment in accordance with industry standards and in compliance with legislative requirements. We will strive to eliminate any foreseeable hazards that may result in injury, illness or damage.
- c) We are all responsible for preventing incidents within our facilities and are each expected to comply fully with all applicable health and safety laws, rules and regulations.
- d) Incidents can be prevented through good management in combination with active employee involvement. Participation in the health and safety program is the direct responsibility of all employees. All employees will perform their jobs in compliance with established safe work practices.
- e) The information in this policy does not take precedence over the legislation. All employees should be familiar with The Saskatchewan Employment Act (SEA) and The Occupational Health and Safety Regulations, 1996 (regulations). A copy of the legislation is available in the Resort Village office as well as The Public Works and Utilities.

2) HARRASSMENT PREVENTION POLICY STATEMENT

- a) Workplace discrimination, harassment or violence in the will not be tolerated.
- b) The CAO will report acts of discrimination and harassment as promptly and effectively as possible to Council and will take appropriate action to prevent and correct behaviour that violates this policy.
- c) Complaints of discrimination or harassment can be made to a supervisor. If this is not possible, complaints can be made to the CAO or Mayor.

- d) Council will protect the confidentiality of information regarding a potential violation of this policy to the fullest extent possible. The Board will not disclose the name of a complainant or an alleged harasser, or the details of a complaint to any person except where disclosure is necessary for the purposes of investigating the complaint, taking corrective action with respect to the complaint, or as required by law. All parties involved in a complaint are expected to act in the same manner.
- e) Workers or other people who believe that he or she has been subject to behaviour that violates this policy are encouraged to inform the person responsible and ask them to stop their behaviour. However, if the behaviour should continue, or the worker feels unsafe to do so, the work or person should report their concerns immediately to their immediate supervisor, CAO or Mayor, whichever may be applicable.

3) PURPOSE

- a) The purpose of this policy is to outline the responsibilities, principles and procedures with respect to Occupational Health and Safety in the Resort Village workplace.

4) APPLICATION

- a) This policy applies to all Resort Village of Elk Ridge staff, contractors, Mayor and Council and all Committees and Boards of Council.

5) DEFINITIONS

- a) **Act** means *The Saskatchewan Employment Act*.
- b) **Administration** means the office of the Chief Administrative Officer, inclusive of workers and contractors.
- c) **Chief Administrative Officer (“CAO”)** means the Chief Administrative Officer of the Resort Village of Elk Ridge.
- d) **Contractor(s)** means contractor as defined in Part III of the Act.
- e) **Employer** means the Resort Village of Elk Ridge.
- f) **Harassment** means harassment as defined in Part III of the Act.
- g) **Occupational Health and Safety (“OH&S”)** means occupational health and safety as defined in Part III of the Act
- h) **Regulations** means *The Saskatchewan Occupational Health and Safety Regulations*.
- i) **Resort Village** means *The Resort Village of Elkridge*.
- j) **OH&S Program** means the compilation of all Resort Village OH&S and Harrassment policies, information bulletins, manuals, training requirements, procedures, practices, documents, and records.
- k) **Supervisor** means supervisor as defined in Part III of the Act.

- l) **Worker(s) or Staff** means worker as defined in Part III of the Act,
- m) **Worksite or Workplace means** an area at a place of employment where a worker works or is required or permitted to be present. It is inclusive of all places that are ancillary to a place of employment, and includes lunchrooms, restrooms, first aid rooms, lecture rooms, parking lots under the control of the employer or contractor, offices and work camp living accommodations, but does not include a permanent living accommodation.

GENERAL RESPONSIBILITIES

- n) It is the shared responsibility of Resort Village Council, Administration and Employees to ensure compliance with the *Occupational Health and Safety Act and Regulations 1996* and to work cooperatively and continuously to implement and maintain an effective safety program. Our goal is zero accidents and injuries.
- o) The personal health and safety of workers and the public is of primary importance for Resort Village Council, Administration and Resort Village workers.
- p) Everyone working for, or on the behalf, of the Resort Village has a responsibility to create and maintain a safe working environment for themselves and others.

6) SPECIFIC RESPONSIBILITIES

a) Council:

- i) Set the tone for health and safety by familiarizing themselves with OH&S regulations and asking questions of administration and workers to ensure the workplace is safe and in compliance with legislative and regulatory requirements.
- ii) Provide adequate resources to manage and sustain the Resort Village's health and safety program.
- iii) Facilitate worker awareness of their legal rights, roles and responsibilities concerning safety, and holding them accountable.
- iv) Ensure that health and safety policies and programs are reviewed at least once every three years and revised as needed.
- v) Ensure the appointment of an occupational health and safety representative or occupational health and safety committee, as applicable.
- vi) ensure that the Resort Village workers are trained in all matters that are necessary to protect their health, safety and welfare all work at the place of employment is sufficiently and competently supervised.

b) Chief Administrative Officer:

- i) consult and cooperate in a timely manner with the occupational health and safety

representative or occupational health and safety committee at the place of employment for the purpose of resolving concerns on matters of health, safety and welfare at work.

- ii) make a reasonable attempt to resolve, in a timely manner, concerns raised by an occupational health committee or occupational health and safety representative.
- iii) ensure, as far as is reasonably practicable, that Resort Village workers are not exposed to harassment or violence with respect to any matter or circumstance arising out of the workers' employment.
- iv) ensure, as far as is reasonably practicable, that the activities of the employer's workers at a place of employment do not negatively affect the health, safety or welfare at work of the employer, other workers or any self-employed person at the place of employment.
- v) Filing an **Employer's Initial Report of Injury (E1) form** within five days of an incident. Failure to do so could result in a fine up to \$1,000. You could also be charged with the full cost of compensation benefits and medical aid paid to the injured worker for that claim.

c) **Supervisors.** All Resort Village supervisors shall:

- i) Take the WorkSafe Saskatchewan Supervision and Safety training course within the first year of employment with the Resort Village.
- ii) ensure, as far as is reasonably practicable, the health and safety at work of all workers who work under the supervisor's direct supervision and direction.
- iii) ensure that workers under the supervisor's direct supervision and direction comply with this Resort Village OH&S policy and any applicable programs or procedures.
- iv) ensure, as far as is reasonably practicable, that all workers under the supervisor's direct supervision and direction are not exposed to harassment or violence at the place of employment.
- v) ensure that applicable records are maintained to support, monitor and track all the efforts/activities undertaken and outlined by the Resort Village's health and safety program.
- vi) Ensuring an injured worker submits a **Worker's Initial Report of Injury (W1) form**. If an injured worker asks you for a W1 form, you must provide it to them. You can get the forms online or from a WCB office.

d) **OH&S Representative:**

- i) monitor the workplace, give advice and make recommendations for eliminating or controlling hazards and to keep the Utility working environment safe.

- ii) take and maintain their Work Safe Saskatchewan Level 1, and 2 qualifications, within the first two years of employment with the Resort Village.
 - iii) monitor workplace and work conformance to OH&S requirements. Report all incidents and non-conformances to the Utility Superintendent and the Chief Administrative Officer as soon as possible
 - iv) maintain a channel of communication between the employer and all workers, including raising of any safety concerns.
 - v) conduct regular inspections and participate in the identification and control of health and safety hazards.
 - vi) establish, promote, and manage the Employer's occupational health and safety program. Bring forward any items that promote the education of safety for employees or improve the program. Take steps to assure that workers are aware of workplace safety requirements and hazards.
 - vii) maintain records in accordance with section 3-27 of the Act and participate in incident investigations, as required.
- e) **Workers.** All workers shall:
- i) take reasonable precautions for their own health and safety and the health and safety of others.
 - ii) adhere to and follow all applicable health and safety policies and procedures.
 - iii) inspect, use and maintain all personal protective equipment as per manufacturers' specifications.
 - iv) use any and all safeguards and devices provided for the protection of themselves or others.
 - v) Report all injuries, no matter how small, as soon as is practical to their supervisor and never leave a (insert school division here) job or facility without reporting an injury.
 - vi) use all tools, equipment and materials in a safe manner and within the capacity and purpose for which they were provided.
 - vii) immediately report any hazardous conditions, procedures, equipment operations or material concerns to their supervisor immediately.
- f) **Contractors and Suppliers.** All contractors and suppliers shall:
- i) present proof of good standing with the Saskatchewan Workers' Compensation Board and provide proof of insurance upon request.

- ii) take reasonable precautions for their own health and safety and the health and safety of others.
- iii) adhere to and follow the highest standard for health and safety, be it Resort Village or contractor health and safety processes, policies, procedures, and rules.
- iv) have satisfied all health and safety activities, roles and responsibilities required of them by legislation, industry practices, and their health and safety program and the Resort Village health and safety program.

7) REPORTING AN INJURY TO THE WCB

- a) The CAO or their delegate must report any workplace injury that requires medical attention to the WCB within five days of becoming aware of it.
- b) Failure to provide an **Employer's Initial Report of Injury (E1)** form within five days could incur fines. The Resort Village could also be charged with the full cost of compensation benefits and medical aid paid to the injured worker for that claim.
- c) The immediate supervisor of the injured worker and CAO should also make sure the injured worker submits a **Worker's Initial Report of Injury (W1) form**. If an injured worker asks for a W1 form, it must be provided to them. You can get the forms online or from a WCB office.
- d) There are several ways to report an injury to the WCB:
 - i) **Online.** Go to www.wcbask.com. Click File an injury incident form (E1) under Employers. Complete the report online, print a copy for your records and click submit to send the report to the WCB automatically.
 - ii) **By phone.** Dial 1.800.787.9288. A WCB representative will fill out the E1 form with you over the phone.
 - a. The Elk Ridge Utility Board is committed to creating and maintaining a positive work environment where employees, contractors and visitors are treated with respect and dignity. The Board recognizes its responsibility to provide a culture and environment to prevent discrimination and harassment through training and education and to comply with the requirements of the Occupational Health and Safety Act and Regulations.

8) POLICY REVIEW

- a) This policy is subject to review every 2 years or earlier, as may be required.

ADMINISTRATORS'S REPORT - May 16, 2024	
<u>Date</u> ▼	<u>ADMINISTRATION HIGHLIGHTS:</u> ▼
Apr 2, 2024	Munisoft training: Pubworks: June 6/24, Utility Billing June 3 & 10th/2024
	UMAAS Convention - May 28 - 31, 2024
	-working through roll and identifying errors with levys
	- preparing for 2023 audit
<u>Date</u> ▼	<u>MINUTES FOLLOW UP</u> ▼
	- no word from Revenue Canada regarding GST
<u>Date</u> ▼	<u>OFFICE NOTES</u> ▼
<u>Date</u> ▼	<u>HR/Personell NOTES</u> ▼
	- letters of offer to two Utility Staff so far
	- busy time with assessments, budget, and utility
<u>Date</u> ▼	<u>GRANT UPDATES/UPCOMING</u> ▼
<u>Date</u> ▼	<u>RATEPAYER CONCERNS</u> ▼
	- request to grade Elk Ridge Place - seeking quote
	- some rate payers sent their Utility payment to Village last month

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending April 30, 2024

	Current	Year To Date	Budget	Variance	%
REVENUES					
TAXATION					
Municipal Taxes					
410-130-100 - Discount on Municipal Tax - Property	(168.16)	(1,356.19)		(1,356.19)	
	(168.16)	(1,356.19)	0.00	(1,356.19)	0.00
Penalties on Tax Arrears					
410-400-210 - Penalty on Mun Taxes Arrears - Proper	117.81	485.14		485.14	
	117.81	485.14	0.00	485.14	0.00
TOTAL TAXATION:	(50.35)	(871.05)	0.00	(871.05)	0.00
FEES AND CHARGES					
Other					
Tax Certificate					
420-800-100 - F&C - Tax Certificate	75.00	175.00		175.00	
	75.00	175.00	0.00	175.00	0.00
	75.00	175.00	0.00	175.00	0.00
TOTAL FEES AND CHARGES:	75.00	175.00	0.00	175.00	0.00
MAINTENANCE AND DEVELOPMENT CHARGES					
Development Charges					
430-200-100 - M&D - Building/Development Permits	(500.00)	(500.00)		(500.00)	
	(500.00)	(500.00)	0.00	(500.00)	0.00
TOTAL MAINTENANCE AND DEVELOPMENT	(500.00)	(500.00)	0.00	(500.00)	0.00
CONDITIONAL GRANTS					
Local					
450-400-100 - Conditional - Local - MMSW		448.35		448.35	
	0.00	448.35	0.00	448.35	0.00
TOTAL CONDITIONAL GRANTS:	0.00	448.35	0.00	448.35	0.00
TOTAL REVENUES:	(475.35)	(747.70)	0.00	(747.70)	0.00

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending April 30, 2024

	Current	Year To Date	Budget	Variance	%
EXPENDITURES					
GENERAL GOVERNMENT SERVICES					
Wages & Benefits					
Wages					
510-110-110 - GG - Council - Indemnity	1,000.00	4,350.00		(4,350.00)	
	1,000.00	4,350.00	0.00	(4,350.00)	0.00
510-110-230 - GG - Wages - Administrator	2,101.86	9,283.95		(9,283.95)	
	3,101.86	13,633.95	0.00	(13,633.95)	0.00
	3,101.86	13,633.95	0.00	(13,633.95)	0.00
Professional/Contract Services					
510-200-130 - GG - Cont. - Audit/Accounting	3,466.20	3,856.20		(3,856.20)	
510-200-150 - GG - Cont. - Assessment - SAMA		5,655.00		(5,655.00)	
510-200-190 - GG - Cont. - Office Rent	500.00	2,000.00		(2,000.00)	
510-210-120 - GG - Cont. - Council - Mileage		80.30		(80.30)	
510-210-160 - GG - Cont. - Admin Mileage		84.32		(84.32)	
510-210-180 - GG - Cont. - Admin Workshops/Conf F	300.00	300.00		(300.00)	
510-230-100 - GG - Cont. - Insurance - General & Bor		2,139.00		(2,139.00)	
510-240-100 - GG - Cont. - Memberships & Subscripti	190.48	1,353.35		(1,353.35)	
510-250-150 - GG - Cont. - Software/Hardware Contr	12,255.71	13,503.30		(13,503.30)	
510-280-100 - GG - Cont. - Printer Lease/Copies		207.60		(207.60)	
510-280-150 - GG - Cont. - Mentoring		1,982.65		(1,982.65)	
510-280-170 - GG - Cont. - Assessment Appeals		472.50		(472.50)	
510-290-100 - GG - Cont. - Bank Charges		118.00		(118.00)	
	16,712.39	31,752.22	0.00	(31,752.22)	0.00
Utilities					
510-300-140 - GG - Utility - Internet		62.98		(62.98)	
510-300-141 - GG - Utility - Cell Phone	21.20	290.33		(290.33)	
	21.20	353.31	0.00	(353.31)	0.00
Maintenance, Material and Supplies					
510-410-140 - GG - M&S - Office Supplies	68.89	73.32		(73.32)	
	68.89	73.32	0.00	(73.32)	0.00
TOTAL GENERAL GOVERNMENT SERVICES	19,904.34	45,812.80	0.00	(45,812.80)	0.00
PROTECTIVE SERVICES					
FIRE PROTECTION					
Professional/Contractual Services					
525-260-100 - PS - Fire - Contract Other		186.90		(186.90)	
	0.00	186.90	0.00	(186.90)	0.00
TOTAL FIRE PROTECTION:	0.00	186.90	0.00	(186.90)	0.00
TOTAL PROTECTIVE SERVICES:	0.00	186.90	0.00	(186.90)	0.00
TRANSPORTATION SERVICES					
MAINTENANCE					
Professional/Contractual Services					
530-210-130 - TS - Contract - Snow Removal	3,182.50	6,502.49		(6,502.49)	

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending April 30, 2024

	Current	Year To Date	Budget	Variance	%
Utilities	3,182.50	6,502.49	0.00	(6,502.49)	0.00
530-300-110 - TS - Utility - Heat		433.01		(433.01)	
530-300-120 - TS - Utility - Power		551.56		(551.56)	
530-310-100 - TS - Utility - Power - Street Lights	842.47	3,396.51		(3,396.51)	
	842.47	4,381.08	0.00	(4,381.08)	0.00
TOTAL MAINTENANCE:	4,024.97	10,883.57	0.00	(10,883.57)	0.00
TOTAL TRANSPORTATION SERVICES:	4,024.97	10,883.57	0.00	(10,883.57)	0.00
ENVIRONMENTAL SERVICES					
Professional/Contractual Services					
540-200-110 - EH&W - Cont. - Waste Collection/Disp	381.27	1,430.36		(1,430.36)	
540-200-120 - EH&W - Cont. - Recycle Contract	429.70	1,718.80		(1,718.80)	
540-210-300 - EH&W - Cont. - Other Services		8,995.00		(8,995.00)	
540-210-310 - EH&W - Cont. - Waste Bin Monitoring	175.00	700.00		(700.00)	
	985.97	12,844.16	0.00	(12,844.16)	0.00
TOTAL ENVIRONMENTAL SERVICES:	985.97	12,844.16	0.00	(12,844.16)	0.00
TOTAL EXPENDITURES:	24,915.28	69,727.43	0.00	(69,727.43)	0.00
CHANGE IN NET-FINANCIAL ASSETS					
Revenues	(475.35)	(747.70)	0.00	(747.70)	0.00
Expenditures	24,915.28	69,727.43	0.00	(69,727.43)	0.00
CHANGE IN NET FINANCIAL ASSETS	(25,390.63)	(70,475.13)	0.00	(70,475.13)	0.00
OPERATING SURPLUS/DEFICIT (Chg in Net Asst)	(25,390.63)	(70,475.13)	0.00	(70,475.13)	0.00
CHANGE IN GENERAL SURPLUS	(25,390.63)	(70,475.13)	0.00	(70,475.13)	0.00

ACCOUNT BALANCES	Current	Year to Date	Balance
Cash and Investments			
110-110-110 - Cash - On Hand - Petty Cash			2.72
110-110-120 - Cash - Bank - Operating	(20,899.52)	(45,377.36)	(81,475.36)
110-110-130 - Cash - Bank - Term Deposit			608,000.00
110-110-140 - Cash - Reserves			120,000.00
Total Cash and Investments:	(20,899.52)	(45,377.36)	666,527.36
Municipal Taxes Receivable			
110-200-100 - Municipal - Tax Receivable - Current	(5,271.53)	(25,181.35)	(8,084.35)
110-200-110 - Municipal - Tax Receivable - Arrears	(261.33)	(967.72)	(21,735.81)
110-200-300 - Municipal Fire Levy #1 - Current	(333.89)	(1,588.89)	(1,083.23)
110-200-310 - Municipal Fire Levy #1 - Arrears	(17.66)	(49.85)	(1,134.91)
Total Municipal Taxes Receivable:	(5,884.21)	(27,787.81)	(32,038.10)

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending April 30, 2024

	Current	Year To Date	Budget	Variance	%
Other Receivables					
110-210-100 - Sask Rivers SD #11 Taxes Receivable	(5,801.77)	(30,029.32)	(29,523.17)		
110-300-100 - Due From Federal Gov't/Agency			6,310.35		
110-340-110 - GST Receivable - 100% Rebate	1,038.20	2,233.57	8,100.84		
Total Other Receivables:	(4,763.57)	(27,795.75)	(15,111.98)		

Certified correct and in accordance with the records Presented to council on

(Date)

Administrator Name
Administrator Title

Head of Council Name
Head of Council Title

**Resort Village of Elk Ridge
Payment Register**

Report Date
2024-05-13 1:54 PM

Batch: 2024-00021 to 2024-00025

Page 1

Bank Code: Bank1 - Main Demand

Payment#	Vendor	Date	Amount
Computer Cheque			
320	GRANT THORNTON LLP	2024-04-30	3,629.70
321	GREENLAND WASTEDISPOSAL L1	2024-04-30	851.56
Total for Computer Cheque:			<u>4,481.26</u>
E-Transfer			
2024-0030	ELK RIDGE RESORT	2024-04-23	136.50
2024-0031	UMAAS	2024-04-25	515.00
2024-0032	CANADAREVENUE AGENCY	2024-04-30	574.72
2024-0033	LAKELAND EXCAVATING SERVICE	2024-04-30	3,205.13
2024-0034	MINISTRY OF FINANCE	2024-04-30	5,939.78
2024-0035	REV - Katchmar, Lionel & Carla Fent	2024-04-04	0.00
2024-0036	Katchmar, Lionel & Carla Fenton	2024-04-04	500.00
Total for E-Transfer:			<u>10,871.13</u>
Online Banking			
2024-0020	AFFINITY MASTERCARD	2024-04-30	72.14
2024-0021	Saskpower	2024-04-30	884.46
Total for Online Banking:			<u>956.60</u>
Total for Bank1:			<u><u>16,308.99</u></u>

Payments Printed: 11

ASSETS

110-110-110 - Cash - On Hand - Petty Cash	2.72	
110-110-120 - Cash - Bank - Operating	(61,475.36)	
110-110-130 - Cash - Bank - Term Deposit	608,000.00	
110-110-140 - Cash - Reserves	120,000.00	
110-200-100 - Municipal - Tax Receivable - Current	(8,084.35)	
110-200-110 - Municipal - Tax Receivable - Arrears	(21,735.61)	
110-200-300 - Municipal Fire Levy #1 - Current	(1,083.23)	
110-200-310 - Municipal Fire Levy #1 - Arrears	(1,134.91)	
110-210-100 - Sask Rivers SD #11 Taxes Receivable	(29,523.17)	
110-300-100 - Due From Federal Gov't/Agency	6,310.35	
110-340-110 - GST Receivable - 100% Rebate	8,100.84	
120-100-100 - Long Term Investments	2,498.63	
120-110-100 - Prepaid Expense	399.00	
170-100-100 - Land - Cost	90,000.00	
170-100-200 - Buildings - Cost	562.44	
170-100-600 - Infrastructure - Road/Str Const - Cost	163,440.00	
170-100-610 - Infrastructure - Rd/St Const -Accm Amort	(4,037.00)	
Total Assets		<u><u>872,240.35</u></u>

LIABILITIES

210-200-100 - Receiver General Deductions Payable	1,486.05	
210-200-110 - C.P.P. Payable xxx	(575.32)	
210-200-120 - E.I. Payable xxx	(218.75)	
210-200-130 - Income Tax Payable xxx	(691.97)	
210-200-140 - MEPP Payable	756.22	
210-200-150 - Vacation Pay Payable	833.09	
210-200-300 - General Accounts Payable	10,930.11	
210-210-100 - Sask Rivers SD #119 Collection Liability	64,552.82	
210-210-110 - Sask Rivers SD #119 Taxes Collected	419,402.95	
210-210-160 - Sask Rivers SD #11 - Collected - Penalty	884.70	
210-210-190 - Due To SRSD #119 - Paid	(478,983.47)	
210-250-100 - Sask Rivers SD #119 - Tax Liability	(29,523.17)	
210-900-900 - Building Permit Deposit	7,000.00	
Total Liabilities		<u>(4,146.74)</u>

SURPLUS

310-100-200 - Reserve - Infrastructure	100,000.00	
310-100-300 - Reserve - Recreation & Culture	20,000.00	
310-110-100 - Organized Hamlet #1 Reserve	408,000.00	
390-900-900 - Operating Fund - Surplus	529,980.85	
390-900-910 - Current Year's Surplus	(273,106.45)	
390-900-990 - Equity in Capital Assets	163,440.00	
Net Surplus (Deficit):	(71,927.31)	
Total Surplus		<u>876,387.09</u>
Total Liabilities and Surplus		<u><u>872,240.35</u></u>

May 9, 2024

Mayor and Council
Resort Village of Elk Ridge
infoelkridge@sasktel.net

Dear Mayor and Council:

I am writing in follow-up to my letter of December 20, 2023, regarding the Resort Village of Elk Ridge's (resort village) non-compliance with certain legislative requirements contained in *The Municipalities Act* (the Act). Since my last letter, I have been advised that the resort village is now compliant with Education Property Tax returns and remittances.

However, the **resort village remains non-compliant with submission of the Audited Financial Statement for the 2022 year and is in further contravention of the Act for failing to file annual declarations to the Public Disclosure Statements**, as reported in the resort village's 2024-25 Municipal Revenue Sharing (MRS) grant declaration of eligibility submitted on January 31, 2024.

In my letter of December 20, 2023, council was requested to either become compliant or provide a certified copy of a resolution outlining the actions it will take to become compliant and target completion dates by March 31, 2024. **To date, we have not received the resolution as requested and the resort village remains non-compliant.**

The consequences related to the resort village's non-compliance are outlined below:

- The resort village is at risk of having its 2024-25 MRS grant, estimated at \$38,553, withheld;
- Non-compliance may also affect the resort village's ability to receive other provincial grants; and
- Council members that do not file and annually update Public Disclosure Statements according to the Act, are deemed to be disqualified and must resign. Should the council member(s) fail to resign, council may remove that council member(s) by resolution; or council or a voter may apply to a judge to determine disqualification.

On or before July 31, 2024, the resort village is expected to either:

- Resolve its non-compliance; or
- Submit a certified copy of a council resolution outlining the actions it will take to become compliant and the targeted completion dates via email at grcompliance@gov.sk.ca.

As non-compliance can often be an indicator that the resort village is struggling to meet the requirements of an independent level of government, council is encouraged to consider voluntarily restructuring. Ministry officials are available to meet with, and provide technical support to, municipalities on the restructuring process. Please contact Megan Istace, Manager of Advisory Services at 306-533-9720 or via email at megan.istace@gov.sk.ca to obtain further information related to restructuring or to arrange a meeting with ministry officials.

If for any reason our records are incorrect or you have any questions, please contact Darcie Cooper, Manager of Sector Relations at 306-787-2740 or via email at grcompliance@gov.sk.ca.

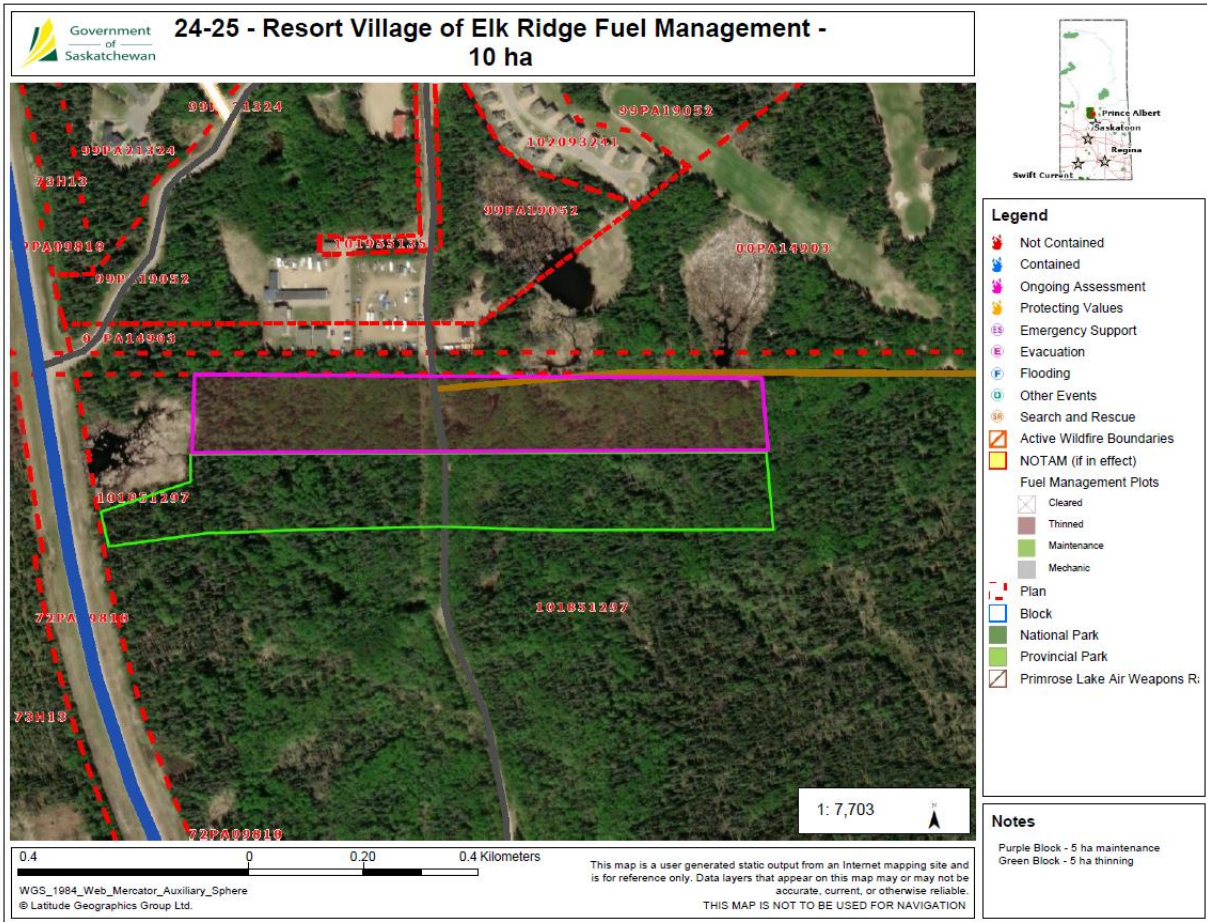
Thank you for your anticipated cooperation on this matter.

Sincerely,



Bonnie Chambers
Executive Director

cc: Michele Bonneau, Administrator, Resort Village of Elk Ridge
Megan Istace, Advisory Services and Municipal Relations, Government Relations
Darcie Cooper, Advisory Services and Municipal Relations, Government Relations



Hey Michele,

Thanks for getting back to me.

I have attached a map of the proposed fuel management work for this upcoming fall/winter on crown land bordering the Village.

5 ha (purple block) – maintenance – This area was previously thinned in 15-16. The chainsaw crew were target any new blow down in this block, balsam fir understory regen and pile and burn any of the old firewood piles still left.

5 ha (green block) – thinning – chainsaw crews would thin this area and also target the heavy balsam fir understory.

I am currently working on the fuel management plan for Elk Ridge that I will send to you as well.

Let me know if you have any questions or concerns on what I have proposed on the map.

Regards,

Mike McColgan, RPFT
Wildfire Mitigation Specialist

MENTOR REPORT

PREPARED FOR: Mayor & Council, Resort Village of Elk Ridge
SUBMITTED BY: Nicole Lerat, Mentor
ACTING CAO: Michele Bonneau
DATE: May 12, 2024
FOR THE PERIOD OF: April 1 to May 7

Onsite Visits:

April 4th – 5 hours

May 7th – 8 hours (council meeting day)

One way mileage only.

Other hours on April 7th 13th – no charge

- 1) Assessment Roll
We imported the assessment roll from SAMA, balanced and did up the advertising and notices.
- 2) 2023 Audit
Briefly discussed the option of new auditors.
- 3) 2024 Budget
Some tax scenarios were done up to present to the next council meeting to look at options to potentially replace the fire and sanitation special levies.
- 4) Bylaws
This is a work in progress!!
- 5) Moving Forward/Priorities
 - 2023 Audit
 - 2024 Budget
 - Utility
 - Bylaws
 - Minutes