

Resort Village of Elk Ridge
September 19, 2023 at 3:00 p.m. – 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 August 15, 2023 Regular Meeting. (Page 2-4)

MOTION: That the Minutes of the August 15, 2023 Regular Meeting be approved as presented.

4. Declaration of Conflict of Interest: None

5. Delegations Scheduled:

6. Public Hearings:

7. Public Acknowledgements:

8. Business Arising from Minutes:

9. New Business:

9.1 Public Works Committee Minutes

10. Motions:

10.1 Golf Cart Bylaw

10.2 Travel & Expense Policy

10.3 Council Remuneration

10.4 Bylaw No. 27 – 2022 – Open Air Fire Restriction

11. Administration Reports:

11.1 CAO Report and Updates

12. Financial Reports:

12.1 Page – Financial reports

MOTION: That Council receive and file the financial statement and list of accounts payable for August 2023.

13. Reading of Bylaw(s):

14. Notice of Motion:

15. Inquiries:

16. In camera:

17. Information Items/Correspondence:

18. Adjournment

Resort Village of Elk Ridge
Meeting Minutes
August 15, 2023 at 3:00 p.m. – Regular Meeting – Elk Ridge Resort

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

Michele Bonneau (Acting CAO)

19. Call to Order – The Mayor called the meeting of Council to order at 3:00 p.m.

20. Approval of Agenda:

187-2023 HEWETT: That the agenda for this meeting be approved as presented with added items.

SECONDED: ENGEL **CARRIED**

21. Adoption of Minutes:

188-2023 SMITH-WINDSOR That the Minutes of the July 18th, 2023 Regular Meeting be approved as presented.

SECONDED: DANBERG **CARRIED**

22. Declaration of Conflict of Interest: None

23. Delegations Scheduled: None

24. Public Hearings: None

25. Public Acknowledgements: None

26. Business Arising from Minutes: None

27. New Business: None

28. Motions: None

29. Administration Report:

189-2023 ENGEL: That the Acting Administrator’s report be adopted as presented

SECONDED: HEWETT **CARRIED**

30. Financial Report:

190-2023 SMITH-WINDSOR: That Council receive and file the financial statements and list of accounts payable as presented.

SECONDED: ENGEL

CARRIED

31. Reading of Bylaw(s): None

32. Notices of Motion: The Mayor has asked that the following items be added to the next Regular Council Meeting on September 19, 2023:

- 1. Golf Cart Bylaw
- 2. Travel & Expense Policy
- 3. Council Remuneration
- 4. Bylaw No. 27-2022 – Open Air Fire Restriction

33. Inquiries: None

34. In camera: None

Michele Bonneau, Acting CAO left the meeting

191-2023 HEWETT: That Council go into incamera on a personnel matter at 3:21 pm.

SECONDED: DANBERG

CARRIED

Present Incamera: Mayor McKay, Councillors Engel, Smith-Windsor, Danberg and Hewett

192-2023 HEWETT: That Council reconvene to open session at 3:41 pm.

SECONDED: DANBERG

CARRIED

Present open session: Mayor McKay, Councillors Engel, Smith-Windsor, Danberg and Hewett. Acting CAO Michele Bonneau did not rejoin the meeting.

193-2023 SMITH-WINDSOR: That Michele Bonneau be appointed CAO for the Resort Village of Elk Ridge effective August 18, 2023

SECONDED: DANBERG

CARRIED

35. Information Items/Correspondence:

36. Adjournment:

194-2023 HEWETT: That the meeting adjourns at 3:46 pm.

SECONDED: MAYOR MCKAY

CARRIED

Approved on September 19, 2023.

Mayor

CAO

Public Works Committee
Resort Village of Elk Ridge
September 7, 2023 10:00 am – 12:00 pm– RV office

Present: Marg Smith-Windsor Michele Bonneau, CAO/recorder
Ross Hewett

1. Winter Road Maintenance Policy
 - Attempt to maintain 2" base
 - Stakes around properties
 - Mark pavement edges
 - Snow from your property must remain on your property
 - Fire hydrant clearing – responsibility of Condo Corp.
2. Repair pavement on Municipal Road
 - Fall or spring?
 - District of Lakeland – Ernie
 - Any negotiation with PANP superintendent a possibility?
3. Waste Management Depot
 - Is a camera needed? Quote \$250 + \$10/month
 - Wait and see
 - Roll off bin – first week of October
 - Sign replacement/updated
 - Suggesting numbering bins – so we can identify which has a broken hinge
4. Licensing golf carts
 - Illegal currently
 - Need bylaw to allow
 - Defer to council
5. Stop sign on Arne Peterson Way
 - **PW motion to Council: Recommend installation of a stop sign heading south on Arne Peterson Way at the 3-way stop**
6. Playground speed limit
 - Recommend installation of 2 – 15 km/hr signs
 - Other option – speed bumps
7. Land lease for Waste Management Depot
 - Work on later in the fall
8. Dept of Highways - Passing lane
 - CAO will check for update on passing lane plan
9. Walking/Biking lanes – Arne Peterson Way
 - Try to get people off the road – safety
 - Lack of sidewalks
 - Funded by Resort Village?
10. Winter Road Maintenance Policy amendments – updated.

**Resort Village of Elk Ridge
Winter Road Maintenance Policy**

The policy covers Arne Petersen Way, Elk Ridge Place to the former Firehall, TreeOsix and the internal roads within the participating condominium. corporations. The refuse depot site will also be cleared.

1. The contractor will clear only to within 12 inches (30.48 cm) of the pavement or road edge. To guide the contractor, pavement edges will be marked within 12 inches (30.48 cm) of the pavement edges by the owner, Routes2Sk or the condo corps as applicable.
2. Snow shall be pushed from the roadway onto Condominium common areas, front yards and adjacent to the municipal roads. Snow will NOT be cleared from condo commons.
3. The contractor will attempt to maintain a base of 2 inches (2.54 cm) on all roadways to help protect the pavement from snowmobile tracks.
4. In the event of a major snowfall, a “passage plow” will be the initiated. Remaining clearing of roads and windrows will be undertaken after ALL roads are accessible.
5. Pavement leading to driveways and access roads shall NOT be blocked by windrows in excess of approximately 15 cms. (6 inches).
6. Snow will not be dumped on fire hydrants or utility boxes. Natural snow accumulation around utility boxes or fire hydrants are NOT the responsibility of the contractor. Pathways to fire hydrants will be kept clear by the Condo corps and Routes2Sk as applicable.
7. Snow cleared from private properties remain on private property. Do not clear onto roadways or condo commons. Do not clear onto undeveloped lots unless permission has been granted by the owner.
8. Guest parking and driveway clearing up to the pavement are the responsibility of the applicable owners.
9. Snow hauling or removal is NOT the responsibility of the Resort Village or its contractor.
10. Sanding shall be undertaken where slippery or icy conditions exist. Periodic sanding may be undertaken in specific areas such as hills or intersections as a safety measure. Sand will be removed in the spring.

Note: Condo Corps and/or the contractor shall contact the Resort Village’s Administrator regarding the interpretation of this Policy as required. If there are concerns or if the contractor is unsure if snow plowing or sanding conforms to the Policy, direction shall be received from the following Public Works committee members:

Michele Bonneau

306-940-9052

infoelkridge@sasktel.net

Marg Smith-Windsor

306-663-5744

smithwindsor@sasktel.net

Ross Hewett

780-777-4962

ross.hewett@sasktel.net

**** Please do not contact the contractor, Ryan, Blaine or the Lodge. This is a Resort Village Service.

Policy Approved: September, 2023

Summary
Aug 15
Mayor

NOTICE OF MOTIONS

Presented by Mayor McKay: August 15, 2024, Council Meeting

- 1) **Golf Cart Bylaw** – That Council adopt a Golf Cart Bylaw that permits the use of golf carts on the Resort Village of Elk Ridge municipal roads that meets the requirements of the SGI Policy including:
 - Identifying the municipal roads or part of the road within the municipality where the operation of golf cart is permitted.
 - The municipality will monitor and inform SGI of any collisions that occur and if there are any injuries or fatalities.
 - The driver of the golf cart must be the holder of a valid Class 7(learner) or higher driver's license.
 - The owner is required to carry a minimum \$200,000 in liability insurance for damages caused by the golf cart and provide proof of insurance at the request of a peace officer.
 - Golf carts must be equipped as defined in The Registration Exemption and Reciprocity Regulations (at least 3 wheels, weight limit of 590 Kgs not counting riders or clubs.)
 - Golf carts cannot be operated on any roadway with a posted speed over 50 km.
 - Golf carts must be equipped with a slow moving sign.
 - Carts can only be operated during daylight hours (half hour before sunrise and half hour after sunset) on roadways.
 - Golf carts cannot be capable of operating at a speed of more than 24 kms/hour on level ground.
 - The operation of the golf cart is permitted on all municipal roadways within the Resort Village of Elk Ridge excluding the section of Arne Peterson Way from Highway 264 to the entrance of the Estates Condominium Corporation.
 - The golf cart owner is required to obtain a permit from the Resort Village of Elk Ridge and pay the fee as established by motion of Council.
 - The golf cart owner shall supply proof of the required \$200,000 liability insurance at time of applying for the permit.

 - 2) **Travel & Expense Policy** – That effective January 1, 2024, the Travel and Expense Policy adopted March 21, 2023 be amended as follows:

“That 5) Council Per Diem be amended by removing “travel time is not claimable” and replacing it with “travel time is claimable”

 - 3) **Council Remuneration** – **Note this also requires Public Notice in advance of being on the Agenda.**

“That effective January 1, 2024 Council Remuneration, Meal and Travel Rates be as follows:

 - Mayor \$300/month; Councillors \$200/month which covers; Regular Council meetings, dealing with rate payers concerns and request, infrastructure inspections, committee meetings and other other duties pertaining to a functioning Resort Village.
-

- Special Council meetings, training/orientation sessions or convention the rate of \$25.00/hour to a maximum of \$200/day. (Travel time to and from a Convention is not claimable.)
- Meeting outside the Resort Village, as the Council/Resort Village representative appointed by Council, a of \$25/hr. (Travel time is claimable.)
- Mileage as per Canada Revenue Agency.
- Meals as per Saskatchewan Government rates.

4) **Bylaw No 27-2022**- A Bylaw respecting Open-Air Fire Restrictions – Amendment

That the following be added to Bylaw #27-2022 clause 21:

“That electric, propane or natural gas appliances used in accordance with Manufacturer direction are not considered open-air.”



Notice of Motion
A vs TB #1

Municipalities Given Ability to Broaden Use of Golf Carts on Public Roads

Released on May 12, 2023

Saskatchewan municipalities now have the ability to allow golf carts to be used on public roads for more than just getting to and from the course.

SGI has updated a policy that will allow people to drive golf carts on certain municipal roads, if their municipality passes a by-law, subject to certain limitations and SGI approval.

Previously, if municipalities passed a by-law allowing it, golf carts were only permitted for transportation to and from the golf course, with drivers using the most direct route.

A resolution at the recent annual convention of the Saskatchewan Urban Municipalities Association (SUMA) requested this change, stating, "many SUMA members, primarily from smaller communities and resort villages, have expressed support for ability-inclusive, cost-effective, safe, environmentally-aware transportation alternatives that enhance community connectivity and reduce parking congestion in public gathering spaces."

"Our government has listened to our municipal stakeholders and asked SGI to make these common-sense changes that balance safety considerations with meeting the needs of our communities," Minister Responsible for SGI Don Morgan said.

"Expanding the use of golf carts within our resort village will allow golf carts to operate as vehicles on municipal roadways subject to numerous safety requirements," Resort Village of Shields Mayor Angie Larson said. "This will improve the quality of life for our community."



Safety is always a hole in one

The updated policy includes the following requirements:

- Golf carts must not be operated on any provincial highway, other than to cross one.
- The bylaw must identify the road or part of the road within the municipality where the operation of a golf cart is permitted.
- Municipalities must include in their bylaw that they will monitor and inform SGI of any collisions that occur and if there were any injuries or fatalities.

This is in addition to the rules that were already in place and remain in effect:

- The driver of the golf cart must be the holder of a valid Class 7 (Learner) or higher driver's licence.
- The owner is required to carry a minimum of \$200,000 in liability insurance for damages caused by the golf cart and provide proof of insurance at the request of a peace officer.
- Golf carts must be equipped as defined in *The Registration Exemption and Reciprocity Regulations* (at least three wheels, weight limit of 590 kilograms, not counting riders and clubs).
- Golf carts cannot operate on any roadway with a posted speed over 50 km/h.
- Golf carts will be required to display a slow-moving vehicle sign (already required by legislation for vehicles travelling less than 40 km/h on the roadway).
- Golf carts can only be operated during daylight hours (half an hour before sunrise to half an hour after sunset) on roadways.
- Golf carts cannot be capable of operating at a speed of more than 24 km/h on level ground.

Golf carts must only be operated by a sober driver. You can be charged with impaired driving if you are operating a golf cart under the influence of alcohol or drugs.

More information is available at www.sgi.sk.ca/recreational-vehicles. Follow SGI on [Facebook](#), [Twitter](#), and [Instagram](#).

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For more information, contact:

Tyler McMurchy

SGI

Regina

Phone: 306-751-1837

Email: tcmurchy@sgi.sk.ca

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Notice of Motion
Aug 15/23

March 21, 2023
Council Meeting
9-2023

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. 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.


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 overnight. 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.

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.

APPROVED MARCH 21, 2023

Aug 15
Notice of Motion
#4

BYLAW NO. 27-2022

A BYLAW RESPECTING OPEN-AIR FIRE RESTRICTION

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

TITLE:

This bylaw shall be referred to as the "Fire Restriction Bylaw".

PURPOSE:

to restrict or eliminate the use of fire within the municipality in areas of fire danger;
to attempt to minimize the risk of accidental fire;
to regulate open fires, fireworks and burning of any kind;
to provide for public safety.

PART I – DEFINITIONS

1. "Administrator" shall mean the administrator of the municipality, or in their absence their designate;
2. "Council" shall mean the council of the municipality;
3. "Designated Officer" shall mean the Administrator, a Peace Officer, and any person appointed to enforce this bylaw;
4. "Solid fuel fire" shall mean combustion whether or not flame is present or visible.
5. "Discharge" includes to ignite, fire, or set off and the words "discharging" and "discharged" have a similar meaning;
6. "Fireworks" means any article defined as a firework pursuant to The Canada Explosives Act or any Regulations thereto, shall also include Low Hazard Fireworks and High Hazard Fireworks and Manufactured Fireworks and include fireworks for recreation;
7. "Municipality" shall mean the Resort Village of Elk Ridge;
8. "Peace Officer" means a peace officer as defined in *The Summary Offences Procedures Act, 1990*;

Bylaw
20-2022

20. Pursuant to section 18 the municipal officials so authorized, in any tandem, to issue a fire ban are the Administrator, Mayor, Deputy Mayor, Peace Officer or designated Supervising Officer.

21. No person shall light, or start, or allow or cause to be lighted, ignited or started a flame, fire or burning of any kind whatsoever in the open air during a fire ban.

22. No person shall discharge, or start or allow or cause to be discharged, ignited or started any fireworks of any kind whatsoever during a fire ban.

23. A Designated Officer may direct or order any flame, fire or burning to be extinguished forthwith provided that the Designated Officer has reasonable grounds to believe that the continued flame, fire or burning may constitute a hazard.

24. No person shall fail to comply with the lawful direction of a Designated Officer.

25. A Designated Officer may cause any flame, fire or burning to be extinguished forthwith during any period for which a fire ban is in effect within the municipality.

26. The cost of any response to any property where there is a report of any flame, fire or burning during a fire ban shall be the responsibility of the person responsible for the ignition of the flame, fire or burning. If the person or party responsible cannot be readily found or identified, any such costs shall be the responsibility of the property occupant or owner.

27. The Administrator shall add to the taxes of the property owned, occupied or inhabited by the person or persons referred to in Section 24 of this bylaw any, amount which remains unpaid 30 days after the person has been invoiced for the costs associated with any response to reports of a flame, fire or burning during a fire ban.

28. Every person who contravenes any provision of this bylaw is guilty of an offence and liable on summary conviction to:

a. in the case of a first offence, to a fine not less than \$500 and not more than \$10,000;

b. in the case of a second offence to a fine not less than \$750 and not more than \$10,000;

c. in the case of a third or subsequent offence to a fine of not less than \$1000 and not more than \$10,000, to imprisonment for not more than one year or to both.

29. Any amount which remains unpaid 30 days after the person/business has been invoiced, the Administrator shall add to the taxes of the property owned, occupied or inhabited where the offence occurred.

Bob 9/2022
Notice of Motion
AUSIS
#3

7. Business Arising from Minutes:

7.1 – Auditing Services

17-2022 DANBERG:

That Council table Agenda Item 7.1 Auditing Services to the next regular meeting of Council due to pending receipt of quotes.

CARRIED

8. Action/Motion Items:

8.1 UMAAS Membership

18-2022 SMITH-WINDSOR:

That Council approve the Administrator's 2022 Urban Municipal Administrators Association of Saskatchewan (UMAAS) Membership costs of \$220.00.

CARRIED

8.2 NCSWM Membership

19-2022 SMITH-WINDSOR:

That Council direct administration to apply for membership to the NCSWMC.

CARRIED

9. Administration Reports:

9.1 CAO Report and Updates

20-2022 ENGEL: That the CAO report for January 19, 2022 be received and filed.

CARRIED

10. Accounts for Payment: N/A

11. Financial Statements: N/A

12. Council Divisional Reports: N/A

13. New Business

13.1 Council Remuneration

21-2022 ENGEL:

That effective January 1, 2022, Council Remuneration, Meal and Travel Rates will be as follows:

Mayor \$150/month

Feb 9/2022

Councilor \$100/month

To include:

- a. Regular Council meetings,
- b. Committee meetings,
- c. Infrastructure inspection(s),
- d. Dealing with rate payer concerns and requests,
- e. Other related duties pertaining to a functioning Resort Village.

CARRIED

22-2022 DANBERG:

Special meeting or convention rate of \$15.50/hr if less than 8 hours and a maximum of \$125 for all day.

CARRIED

23-2022 DANBERG:

Mileage as per Canada Revenue Agency travel policy (travel time not reimbursed)

Meal rates set as per Saskatchewan Government:

Meals

- \$10.00 for breakfast
- \$15.40 for lunch
- \$20.90 for supper

CARRIED

13.2 Committee Appointments:

24-2022 MCKAY:

That an adhoc transition advisory committee be established to facilitate the transition of the District of Lakeland bylaws and policies to the Resort Village of Elk Ridge and that the committee consist of all members of council and the CAO and that all subcommittees may include members of the public.

CARRIED

13.3 Tax Incentives and Penalties Bylaw

25-2022 SMITH-WINDSOR:

That Bylaw 01-2022 a bylaw to Establish Property Tax Incentives and Penalties be introduced and read first time; this bylaw is for three readings.

CARRIED

ADMINISTRATORS'S REPORT - September 19, 2023

<u>Date</u>	<u>ADMINISTRATION HIGHLIGHTS:</u>
	Highway sign... Elk Ridge 1 is in process - limited staff for installation
	In addition - I've also requested ...Elk Ridge included on mileage sign by LTs
	2 year budget for Mentoring - 9378.48
	Nicole Lerat - Rosthern agreed to a mentorship role
	I've notified Municipal Infrastructure & Finance - regarding audit
	I've indicated that we will aim for financial statement in by October 31/23
	No new bylaw necessary - only able to request one extension
<u>Date</u>	<u>MINUTES FOLLOW UP</u>
	Investment options -
	200k @ 4.90% for 2 years, 200k @ 5.2% for 1 year, 100k @ 3.35% flex term
	Arrears - 2022 - 8 properties totalling \$9820.43
<u>Date</u>	<u>OFFICE NOTES</u>
	Fire Hall - transfer effective September 6, 2023
	SaskPower & SaskEnergy transferred to our name
<u>Date</u>	<u>HR/Personell NOTES</u>
<u>Date</u>	<u>GRANT UPDATES/UPCOMING</u>
<u>Date</u>	<u>RATEPAYER CONCERNS</u>

DECISION ITEM

Subject	CAO Mentorship
Council Meeting Date Presented:	September 19, 2023 September 7, 2023
Agenda Item:	
Prepared By:	Michele Bonneau, CAO

BACKGROUND:

- The Resort Village of Elk Ridge requires the services of a certified municipal administrator.
- A qualified administrator must hold a Local Government Administration Certificate.
- The 5 University of Regina courses (~ \$5,000) required for the Local Government Certificate is currently absorbed by the CAO.

BUDGET & OTHER CONSIDERATIONS:

	2023		2024		2025	
Flat rate \$100/month	4 months	\$ 400.00	12 months	\$ 1,200.00	8 months	\$ 800.00
\$78/hour while mentoring 5 hours/site visit monthly first 6 months quarterly thereafter	\$390/visit	\$ 1,560.00	5 months	\$ 1,950.00	3 months	\$ 1,170.00
Mileage at \$0.61/km 314 km return from Rosthern	4 visits	\$ 766.16	5 visits	\$ 957.70	3 visits	\$ 574.62
		\$ 2,726.16		\$ 4,107.70		\$ 2,544.62
	Total cost:	\$9,378.48				

RECOMMENDATION:

- That the Council engage the services of Nicole Lerat from Rosthern to act as mentor to the CAO.

PROPOSED MOTIONS:

- That Nicole Lerat be engaged to act as mentor for the CAO in order to complete certification.

Respectfully Submitted by: Michele Bonneau, CAO

Memo

To: Finance Committee
From: Michele Bonneau, CAO
Date: September 14, 2023
Re: Interest and Investments

I checked with Affinity Credit Union regarding investments. The rates are as follows:

50 K – 200 K - 5% for one year or 4.90% for two years

200 K – 500 K – 5.20% for one year or 4.54% for two years

Flex term – 3.35 %

- Our balance appears to have it's lowest balance in January. An optimal bank balance would be \$100,000.
- We have paid over \$260 K towards School taxes. Bulk has been accounted for
- Upcoming payments: \$19,000 for fire levy
- **Recommend: \$200 K – 4.90% for two years, 200 K – 5.2% for one year, 100 K – flex term**

Interest revenue: $\$9800/\text{year} + \$10,400 + \$3,350 = \$23,550$

**Resort Village of Elk Ridge
Payment Register**

Report Date
2023-09-15 3:02 PM

Batch: 2023-00026 to 2023-00033

Page 1

Bank Code: Bank1 - Main Demand

Payment#	Vendor	Date	Amount
Manual Cheque			
259- Man	Gary Provencher	2023-08-08	175.00
260- Man	ELK RIDGE RESORT	2023-08-08	525.00
261- Man	ELK RIDGE RESORT	2023-08-08	1,305.36
262- Man	MUNISOFT	2023-08-08	447.11
263- Man	UMAAS	2023-08-10	275.00
264- Man	MINISTER OF FINANCE	2023-08-10	5,117.08
266- Man	GRANT THORNTON LLP	2023-08-10	4,750.80
267- Man	GREENLAND WASTEDISPOSAL L1	2023-08-10	1,882.92
268- Man	CONSTRUCTION CODE AUTHORITY	2023-08-10	168.00
269- Man	DISTRICT OF LAKELAND	2023-08-31	231.00
270- Man	GREENLAND WASTEDISPOSAL L1	2023-09-12	1,979.07
Total for Manual Cheque:			<u>16,856.34</u>
E-Transfer			
2023-0001	MINISTRY OF FINANCE	2023-08-10	29,653.01
2023-0002	ELK RIDGE RESORT	2023-09-05	525.00
2023-0003	Gary Provencher	2023-09-05	175.00
2023-0004	MINISTRY OF FINANCE	2023-09-07	88,086.54
2023-0005	MUNISOFT	2023-09-12	415.14
Total for E-Transfer:			<u>118,854.69</u>
Online Banking			
2023-0026	CANADAREVENUE AGENCY	2023-08-01	668.83
2023-0027	CANADAREVENUE AGENCY	2023-08-01	442.60
2023-0028	AFFINITY MASTERCARD	2023-08-08	235.45
2023-0029	Saskpower	2023-08-08	833.49
2023-0030	CANADAREVENUE AGENCY	2023-08-08	3,632.33
2023-0031	CANADAREVENUE AGENCY	2023-08-08	680.15
2023-0032	Sasktel	2023-08-10	101.12
2023-0033	MLT AIKINS LLP	2023-08-17	5,839.16
2023-0034	MUNISOFT	2023-08-17	1,849.58
2023-0035	Saskpower	2023-09-07	833.49
2023-0036	CANADAREVENUE AGENCY	2023-09-08	489.03
2023-0037	MINISTRY OF FINANCE	2023-08-31	51,143.34
Total for Online Banking:			<u>66,748.57</u>
Other			
Man 257	MUNICIPAL EMPLOYEES PENSION	2023-08-08	376.14
Total for Other:			<u>376.14</u>
Total for Bank1:			<u><u>202,835.74</u></u>

Payments Printed: 29

RESORT VILLAGE OF ELK RIDGE						
Statement of Financial Activities - Summary						
for the Period Ending August, 2023						
	CURRENT	YEAR TO DATE	2022 YTD	YEAR END	BUDGET	OVER/UNDER
REVENUES:				FORECAST		BUDGET
Taxation	\$ 39.63	\$ 296,628.82	\$ 289,168.17	\$ 287,737.00	\$ 287,737.00	\$ -
Fees & Charges	\$ 175.00	\$ 275.00	\$ 7,005.00	\$ 400.00	\$ 18,845.00	\$ -18,445.00
Maint. & Dvt. Charges	\$ -	\$ 6,033.00	\$ 18,621.40	\$ 6,033.00	\$ 11,000.00	\$ -4,967.00
Grants		\$ 34,887.20	\$ 31,071.20	\$ 34,887.20	\$ 36,848.00	\$ -1,960.80
Investment Revenue			\$ -	\$ 8,000.00	\$ 8,000.00	
TOTAL REVENUES	\$ 214.63	\$ 337,824.02	\$ 345,865.77	\$ 337,057.20	\$ 362,430.00	\$ -25,372.80
EXPENDITURES						
General Government Services	\$ 12,004.06	\$ 63,754.21	\$ 82,757.23	\$ 85,000.00	\$ 109,857.00	\$ -24,857.00
Protective Services	\$ 5,348.08	\$ 5,903.08	\$ 25,680.88	\$ 31,000.00	\$ 33,800.00	\$ -2,800.00
Transportation Services	\$ 793.80	\$ 23,000.07	\$ 29,240.89	\$ 75,000.00	\$ 106,072.00	\$ -31,072.00
Environmental Health Services	\$ 1,968.29	\$ 10,670.08	\$ 13,208.93	\$ 23,000.00	\$ 29,100.00	\$ -6,100.00
Planning & Dvt. Services	\$ 160.00	\$ 6,410.00	\$ 9,410.00	\$ 15,000.00	\$ 22,000.00	\$ -7,000.00
Rec. & Cultural Services				\$ 12,000.00	\$ 26,800.00	\$ -14,800.00
Utility	\$ 5,576.13	\$ 17,025.97		\$ 17,500.00	\$ 13,000.00	\$ 4,500.00
TOTAL EXPENDITURES	\$ 25,850.36	\$ 126,763.41	\$ 160,297.93	\$ 258,500.00	\$ 340,629.00	\$ -86,629.00
Operating Surplus/Deficit	\$ -25,635.73	\$ 211,060.61	\$ 185,567.84	\$ 78,557.20	\$ 21,801.00	\$ 61,256.20
Account Balances						
Cash						
Current Bank	\$ 156,995.65	\$ 705,940.76	\$ 624,503.76			
Term Deposits	\$ -	\$ 200,000.00				
Total Cash	\$ 156,995.65	\$ 905,940.76			\$ -	
Municipal Taxes Receivable						
Municipal - Tax Receivable -	\$ -60,440.97	\$ 58,762.08	\$ 78,812.69			
Municipal - Tax Receivable -	\$ 37.99	\$ -11,361.70	\$ 1,438.42			
Municipal Fire Levy #1 - Current	\$ -3,300.83	\$ 3,535.80	\$ 6,005.24			
Municipal Fire Levy #1 - Arrears	\$ 2.12	\$ -857.75				
Total Municipal Taxes Receivable	\$ -63,701.69	\$ 50,078.43	\$ 86,256.35		\$ -	
Other Receivables						
Public School Taxes Receivable	\$ 88,035.99	\$ 70,519.25	\$ 104,301.35			
Due from Local Government	\$ -		\$ -345,348.72			
GST Receivable	\$ 816.50	\$ 3,999.78	\$ 3,600.65			
Total Other Receivables	\$ 87,219.49	\$ 74,519.03	\$ -237,446.72			

