Resort Village of Elk Ridge
August 15, 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 July 18, 2023 Regular Meeting. (Page 2-4)

MOTION: That the Minutes of the July 18, 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:**
10. **Motions:**
11. **Administration Reports:**

11.1 CAO Report and Updates (page 5)

12. **Financial Reports:**

12.1 Page – Financial reports – May - July (pages 6-9)

MOTION: That Council receive and file the financial statement (May, June and July) and list of accounts payable for July, 2023.

13. **Reading of Bylaw(s):**
14. **Notice of Motion:**
15. **Inquiries:**
16. **In camera:**

    16.1 Personnel – regarding filling the CAO position

17. **Information Items/Correspondence:**
18. **Adjournment**

Resort Village of Elk Ridge
Meeting Minutes
July 18, 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 a.m.

20. Approval of Agenda:

172-2023	**HEWETT:**	That the agenda for this meeting be approved as presented with added items.	
SECONDED:	**SMITH-WINDSOR**		**CARRIED**

21. Adoption of Minutes:

3.1 Minutes of the June 30, 2023 Special Meeting

173-2023	**DANBERG:**	That the Minutes of the June 30th, 2023 Special Meeting be approved as presented.	
SECONDED:	**ENGEL**		**CARRIED**

3.2 Minutes of the June 27, 2023 Regular Meeting

174-2023	**HEWETT:**	That the Minutes of the June 27, 2023 Regular Meeting be approved as presented.	
SECONDED:	**ENGEL**		**CARRIED**

22. Declaration of Conflict of Interest: None

23. Delegations None

Scheduled:

5.1 Clint Austin – Joint Committee

175-2023	**MCKAY:**	That once Elk Ridge Utility Ltd dissolves, the Resort Village of Elk Ridge will seek to employ the current Utility staff.	
SECONDED:	**ENGEL**		**CARRIED**
176-2023	**MCKAY:**	That any Elk Ridge Utility Ltd reserve funds transferred to the Resort Village of Elk Ridge shall be deposited into a	

sewer and water capital reserve account dedicated to the capital requirements of the sewer and water utility.

SECONDED: SMITH-WINDSOR **CARRIED**

177-2023 MCKAY: That the Resort Village of Elk Ridge sees the benefit of establishing a utility advisory committee to assist in the transition of creating a Municipal Public Utility under the Resort Village.

SECONDED: DANBERG **CARRIED**

178-2023 MCKAY: That budget of the Joint Utility Review Committee be increased to $35,000 from $26,000 with the Resort Village of Elk Ridge and the Elk Ridge Utility Ltd each providing 50% ($17,500) of the required funds.

SECONDED: SMITH-WINDSOR **CARRIED**

24. Public Hearings: None

25. Public Acknowledgements: None

26. Business Arising from Minutes: None

27. New Business:

28. Motions:

29. Administration Report:

179-2023 ENGEL: That the Acting Administrator's report be adopted as presented

SECONDED: SMITH-WINDSOR **CARRIED**

30. Financial Report:

180-2023 HEWETT: That Council receive and file the financial statement and list of accounts payable for June, 2023

SECONDED: ENGEL **CARRIED**

31. Reading of Bylaw(s): None

32. Notice of Motion: None

33. Inquiries: None

34. In camera: None

Councillors Danberg and Hewitt left the meeting at 4:45 pm

181-2023 ENGEL: That Council go into incamera session on Outdoor Amenities and Waste Management Depot

SECONDED: SMITH-WINDSOR **CARRIED**

Present Incamera: Mayor McKay, Councillors Engel and Smith Windsor, Acting CAO

182-2023 **SMITH-WINDSOR:** That Council reconvene to open session at 5:05 pm

Councillors Danberg and Hewitt returned to the meeting.

SECONDED: **ENGEL** **CARRIED**

183-2023 **SMITH-WINDSOR:** That Council enter into an agreement with Routes2SK for $12,000 annually to provide for continued access by the ratepayers of the Resort Village of Elk Ridge and their guests to outdoor recreation amenities that are currently provided at no charge effective January 1, 2023.

SECONDED: **ENGEL** **CARRIED**

Michele Bonneau, Acting CAO left the meeting

184-2023 **DANBERG:** That Council go into incamera session on Personnel, regarding CAO position

SECONDED: **HEWETT** **CARRIED**

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

185-2023 **HEWETT** That Council reconvene to open session at 6:25 pm

SECONDED: **SMITH-WINDSOR** **CARRIED**

35. Information Items/Correspondence:

17.1 Wendy Gowda, Settler of Assets Accounting

36. Adjournment:

186-2023 **ENGEL:** That the meeting adjourns at 6:30 pm

SECONDED: **SMITH-WINDSOR** **CARRIED**

ADMINISTRATOR'S REPORT: August 15, 2023

Date	ADMINISTRATION HIGHLIGHTS:
2023-07-31	Payroll - bi-weekly payroll - July 3 - 14, 2023 38 hours - paid July 21/23
	Payroll - bi-weekly payroll - July 15 - 28, 2023 28 hours - paid August 10/23
	ISC - still working on getting listed in the corporate registry - likely long process
	Accounts Payable - up to date
	Credit card - refund received - account up to date
	MEPP Reconciliation - Heather's account essentially reconciled +/- $10
	Munisoft - account up to date, training scheduled Oct/Nov
	SETS - Education Property Tax remittances - MUST be filed and paid by the 10th of the month. I didn't understand this process and as a result we have been penalized. $500 (late filing fee). I have requested fees to be waived due to staffing change and lack of knowledge is this area.
	CRA - conducted an extensive review of 2022 filing and remittances - $3632.33 was outstanding from 2022 and subsequent penalties and interest. $4312.48 payment on Aug 8th updated account.

Date	MINUTES FOLLOW UP
	- no work done on GST remittance
	- High priority -work with auditors to complete 2022 year end
	- Next priority -work with Mayor McKay to develop agreement with Routes2SK regarding recreation amenties

Date	OFFICE NOTES

Date	HR/PERSONNEL NOTES
	- completed paper work for conditional certificate - next Board of Examiners meeting - Sept 12/23 $275 fee for application
	- finished 2/5 classes from U or R and registed in another beginning August 30,
	- Aug 21 - 25, 2023 - Ladies Lobstick commitment - hours variable?

Date	GRANT UPDATES/UPCOMING

Date	RATEPAYER CONCERNS
	- leaning trees after high winds referred to owners to solve
	- cul-de-sac roads (Estates) referred to Condo board

RESORT VILLAGE OF ELK RIDGE

Statement of Financial Activities - Summary

for the Period Ending May, 2023

	CURRENT	YEAR TO DATE	2022 YTD	YEAR END FORECAST	BUDGET
REVENUES:					
Taxation	$ 299,166.58	$ 296,902.30	$ 28,122.32	$ 296,902.30	$ 287,737.00
Fees & Charges	$ 50.00	$ 50.00	$ 130.00	$ 18,845.00	$ 18,845.00
Maint. & Dvt. Charges	$ 243.00	$ 243.00	$ 6,070.00	$ 11,000.00	$ 11,000.00
Grants	$ 485.10	$ 970.20		$ 36,848.00	$ 36,848.00
Investment Revenue				$ 8,000.00	$ 8,000.00
TOTAL REVENUES	$ 299,944.68	$ 298,165.50	$ 34,322.32	$ 371,595.30	$ 362,430.00
EXPENDITURES					
General Government Services	$ 6,223.21	$ 36,776.51	$ 68,428.63	$ 109,857.00	$ 109,857.00
Protective Services	$ -	$ -	$ 18,800.00	$ 33,800.00	$ 33,800.00
Transportation Services	$ 793.80	$ 14,259.73	$ 19,669.00	$ 106,072.00	$ 106,072.00
Environmental Health Services	$ 794.49	$ 3,956.42	$ 5,196.22	$ 29,100.00	$ 29,100.00
Planning & Dvt. Services		$ 450.00	$ 250.00	$ 22,000.00	$ 22,000.00
Rec. & Cutural Services				$ 26,800.00	$ 26,800.00
Utility		$ 2,240.00		$ 13,000.00	$ 13,000.00
TOTAL EXPENDITURES	$ 7,811.50	$ 57,682.66	$ 112,343.85	$ 340,629.00	$ 340,629.00
Operating Surplus/Deficit	**$ 292,133.18**	**$ 240,482.84**	**$ -78,021.53**	**$ 30,966.30**	**$ 21,801.00**
Account Balances					
Cash					
Current Bank	$ -3,116.63	$ 417,402.59	$ 413,141.50		
Term Deposits	$ -	$ 200,000.00			
Total Cash	**$ -3,116.63**	**$ 617,402.59**			$ -
Municipal Taxes Receivable					
Municipal - Tax Receivable - Curr	$ -2,827.43	$ 207,462.00	$ 92,708.50		
Municipal - Tax Receivable - Arre	$ -89.34	$ -7,761.50	$ -6,790.00		
Municipal Fire Levy #1 - Current	$ -162.02	$ 13,351.59			
Municipal Fire Levy #1 - Arrears	$ -5.47	$ -530.73			
Total Municipal Taxes Receivable	$ -3,084.26	$ 212,521.36			$ -
Other Receivables					
Public School Taxes Recievable	$ 322,875.95	$ 278,536.06	-$ 82,026.55		
Due from Local Government	$ -	$ -345,348.72	-$ 345,348.72		
GST Receivable	$ 165.27	$ 6,976.33	$ 2,431.80		
Total Other Receivables	**$ 323,041.22**	**$ -59,836.33**	**-$ 424,943.47**		

	RESORT VILLAGE OF ELK RIDGE Statement of Financial Activities - Summary for the Period Ending June, 2023				
	CURRENT	YEAR TO DATE	2022 YTD	YEAR END	BUDGET
REVENUES:				FORECAST	
Taxation	$ -360.84	$ 296,541.46	$ 321,436.36	$ 287,737.00	$ 287,737.00
Fees & Charges	$ 25.00	$ 75.00	$ 130.00	$ 18,845.00	$ 18,845.00
Maint. & Dvt. Charges	$ 5,790.00	$ 6,033.00	$ 14,566.40	$ 11,000.00	$ 11,000.00
Grants	$ 33,917.00	$ 34,887.20	$ 30,586.10	$ 36,848.00	$ 36,848.00
Investment Revenue				$ 8,000.00	$ 8,000.00
TOTAL REVENUES	$ 39,371.16	$ 337,536.66	$ 366,718.86	$ 362,430.00	$ 362,430.00
EXPENDITURES					
General Government Services	$ 7,032.64	$ 43,809.15	$ 65,574.21	$ 109,857.00	$ 109,857.00
Protective Services	$ 555.00	$ 555.00	$ 18,800.00	$ 33,800.00	$ 33,800.00
Transportation Services	$ 7,152.74	$ 21,412.47	$ 27,373.23	$ 106,072.00	$ 106,072.00
Environmental Health Services	$ 1,755.49	$ 5,711.91	$ 7,822.59	$ 29,100.00	$ 29,100.00
Planning & Dvt. Services	$ 5,800.00	$ 6,250.00	$ 6,850.00	$ 22,000.00	$ 22,000.00
Rec. & Cutural Services				$ 26,800.00	$ 26,800.00
Utility	$ 17,931.93	$ 20,171.93		$ 13,000.00	$ 13,000.00
TOTAL EXPENDITURES	$ 40,227.80	$ 97,910.46	$ 126,420.03	$ 340,629.00	$ 340,629.00
Operating Surplus/Deficit	**$ -856.64**	**$ 239,626.20**	**$ 240,298.83**	**$ 21,801.00**	**$ 21,801.00**
Account Balances					
Cash					
Current Bank	$ 58,185.04	$ 475,587.63	$ 631,447.27		
Term Deposits	$ -	$ 200,000.00			
Total Cash	**$ 58,185.04**	**$ 675,587.63**			$ -
Municipal Taxes Receivable					
Municipal - Tax Receivable - Curr	$ -46,889.81	$ 139,921.58	$ 143,556.91		
Municipal - Tax Receivable - Arre	$ -2,555.87	$ -10,317.50	$ 6,668.30		
Municipal Fire Levy #1 - Current	$ -3,654.30	$ 8,651.23	$ 11,073.80		
Municipal Fire Levy #1 - Arrears	$ -219.51	$ -750.24			
Total Municipal Taxes Receivable	$ -53,319.49	$ 137,505.07			$ -
Other Receivables					
Public School Taxes Recievable	-$ 63,885.96	$ 185,867.36	$ 194,773.87		
Due from Local Government	$ -		-$ 345,348.72		
GST Receivable	$ 1,587.21	$ 2,910.87	$ 3,216.25		
Total Other Receivables	**-$ 62,298.75**	**$ 188,778.23**	**-$ 147,358.60**		

RESORT VILLAGE OF ELK RIDGE
Statement of Financial Activities - Summary
for the Period Ending July, 2023

	CURRENT	YEAR TO DATE	2022 YTD	YEAR END FORECAST	BUDGET
REVENUES:					
Taxation	$ 47.73	$ 296,589.19	$ 321,481.85	$ 287,737.00	$ 287,737.00
Fees & Charges	$ 25.00	$ 100.00	$ 130.00	$ 18,845.00	$ 18,845.00
Maint. & Dvt. Charges	$ -	$ 6,033.00	$ 14,591.40	$ 11,000.00	$ 11,000.00
Grants		$ 34,887.20	$ 30,586.10	$ 36,848.00	$ 36,848.00
Investment Revenue				$ 8,000.00	$ 8,000.00
TOTAL REVENUES	$ 72.73	$ 337,609.39	$ 366,789.35	$ 362,430.00	$ 362,430.00
EXPENDITURES					
General Government Services	$ 7,941.00	$ 51,750.15	$ 73,036.26	$ 109,857.00	$ 109,857.00
Protective Services	$ -	$ 555.00	$ 18,800.00	$ 33,800.00	$ 33,800.00
Transportation Services	$ 793.80	$ 22,206.27	$ 28,128.54	$ 106,072.00	$ 106,072.00
Environmental Health Services	$ 2,989.88	$ 8,701.79	$ 10,425.74	$ 29,100.00	$ 29,100.00
Planning & Dvt. Services		$ 6,250.00	$ 9,410.00	$ 22,000.00	$ 22,000.00
Rec. & Cutural Services				$ 26,800.00	$ 26,800.00
Utility	$ -8,722.09	$ 11,449.84		$ 13,000.00	$ 13,000.00
TOTAL EXPENDITURES	$ 3,002.59	$ 100,913.05	$ 139,800.54	$ 340,629.00	$ 340,629.00
Operating Surplus/Deficit	**$ -2,929.86**	**$ 236,696.34**	**$ 226,988.81**	**$ 21,801.00**	**$ 21,801.00**
Account Balances					
Cash					
Current Bank	$ 156,995.65	$ 632,573.28	$ 631,447.27		
Term Deposits	$ -	$ 200,000.00			
Total Cash	**$ 156,995.65**	**$ 832,573.28**			$ -
Municipal Taxes Receivable					
Municipal - Tax Receivable - Curr	$ -20,718.53	$ 119,203.05	$ 78,812.69		
Municipal - Tax Receivable - Arre	$ -1,082.19	$ -11,399.69	$ 1,438.42		
Municipal Fire Levy #1 - Current	$ -1,814.60	$ 6,836.63	$ 6,005.24		
Municipal Fire Levy #1 - Arrears	$ -109.63	$ -859.87			
Total Municipal Taxes Receivable	$ -23,724.95	$ 113,780.12	$ 86,256.35		$ -
Other Receivables					
Public School Taxes Recievable	-$ 27,312.12	$ 158,555.24	$ 104,301.35		
Due from Local Government	$ -		-$ 345,348.72		
GST Receivable	$ 272.41	$ 3,183.28	$ 3,600.65		
Total Other Receivables	**-$ 27,039.71**	**$ 161,738.52**	**-$ 237,446.72**		

Resort Village of Elk Ridge
Payment Register

Report Date
2023-08-11 12:27 PM

Batch: 2023-00020 to 2023-00026

Page 1

Bank Code: Bank1 - Main Demand

Payment #	Vendor	Date	Amount
Manual Cheque			
245- Man	MLT AIKINS LLP	2023-06-15	18,777.97
246- Man	Leslie Tuchek	2023-06-15	555.00
247- Man	Gary Provencher	2023-07-06	175.00
248- Man	SUMA	2023-07-06	40.00
249- Man	SUCCESS OFFICE SYSTEMS	2023-07-06	33.30
250- Man	SUCCESS OFFICE SYSTEMS	2023-07-06	464.35
251- Man	MUNISOFT	2023-07-06	415.14
252- Man	Clint Austin	2023-07-06	210.00
253- Man	WENDY GOUDA	2023-07-06	4,612.00
254- Man	GREENLAND WASTE DISPOSAL LT	2023-07-11	2,976.77
255- Man	ELK RIDGE RESORT	2023-07-11	525.00
256- Man	MINISTRY OF FINANCE	2023-07-18	63,980.95
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
		Total for Manual Cheque:	95,217.95
Online Banking			
2023-0024	Saskpower	2023-07-06	833.49
2023-0025	Sasktel	2023-07-06	121.26
2023-0026	CANADA REVENUE AGENCY	2023-08-01	668.83
2023-0027	CANADA REVENUE 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	CANADA REVENUE AGENCY	2023-08-08	3,632.33
2023-0031	CANADA REVENUE AGENCY	2023-08-08	680.15
		Total for Online Banking:	7,447.60
Other			
Man 257	MUNICIPAL EMPLOYEES PENSION	2023-08-08	376.14
		Total for Other:	376.14
		Total for Bank1:	103,041.69

Payments Printed: 25