

Resort Village of Elk Ridge
Agenda
March 21, 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 February 20, 2024 Regular Meeting (p 3-6)

MOTION: That the Minutes of the February 20, 2024 Regular Meeting be approved as presented.

4. Declaration of Conflict of Interest:

5. Delegations Scheduled:

6. Public Hearings:

7. Public Acknowledgements:

8. Business Arising from Minutes:

8.1 Purchasing Policy (p 7-10)

8.2 Utility Billing Software (p 11-12)

8.3 Pubworks 3150 Software

9. New Business:

9.1 Appointment of Board of Revision and Development Appeals Board (p 13-14)

9.2 Wapiti Library member

9.3 Polling Station – School Board elections – November 13, 2024 (p 17-18)

9.4 Elk Ridge Utility

9.4.1 Budget – engagement of Pentelsa Consulting (p 19-24)

9.4.2 Records Custodian (p 25)

10. Motions:

11. Administration Reports:

11.1 CAO Report (p 26)

12. Financial Report (p 27-33)

12.1 Financial Report (Detailed & Summary), Bank Reconciliation, Balance Sheet, Payment Register

13. Reading of Bylaw(s):

13.1 Bylaw No. 01-2022 amendment (p 34-35)

14. Notice of Motion:

15. Inquiries:

16. In camera:

16.1 Personnel

17. Information Items/Correspondence:

17.1 Election 2024

<https://www.saskatchewan.ca/government/municipal-administration/elections/election-procedures>

18. Adjournment



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

A regular meeting of Council held on Tuesday, February 20, 2024 at 3:00 p.m. in the White Tail Room at Elk Ridge Resort Lodge.

Present: Mayor Garry McKay (via TEAMS)
Councillors Trudy Engel
Ross Hewett (via phone)
Margaret Smith-Windsor
CAO Michele Bonneau

Regrets: None

1. CALL TO ORDER

Mayor McKay called the meeting to order at 3:00 p.m.

	2.	APPROVAL OF AGENDA
2024-11		ENGEL: That the agenda for this meeting be approved as presented.
		SMITH-WINDSOR: Seconded the motion
		CARRIED

	3.	ADOPTION OF MINUTES
	3.1	Regular Council Meeting – January 16, 2024
2024-12		SMITH-WINDSOR: That the minutes of the January 16, 2024 Regular Council Meeting be adopted.
		ENGEL: Seconded the motion
		CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

5. DELEGATIONS

6. PUBLIC HEARINGS

	7.	PUBLIC ACKNOWLEDGEMENTS – Holly McKay
		The CAO would like to acknowledge the many hours Holly volunteered verifying the addresses and working with myself updating records for the upcoming Canada Post mail box installation.

8. BUSINESS ARISING FROM MINUTES

9. NEW BUSINESS

	9.1	Emergency Measures – Report from Councillor Hewett
		Working with Bill Chow. The Resort Village has registered for SaskAlert.
2024-13		HEWETT: That Council file the report presented by Councillor Hewett.
		ENGEL: Seconded the motion.
		CARRIED

	9.2	Purchasing Policy
2024-14		HEWETT: That the Purchasing Policy be tabled to the March Council meeting in order to provide for public notice.
		ENGEL: Seconded the motion.
		CARRIED

	9.3	Security Camera
2024-15		ENGEL: That the purchase and installation of security cameras be referred to budget deliberations.
		HEWETT: Seconded the motion.
		CARRIED

9.4 Saskatchewan Lottery Corporation - funding

Councillor SMITH-WINDSOR reported that our population number was adjusted to 132, and therefore our eligibility for funding increased to \$1445.40.

	9.5	Utility Steering Committee
2024-16		McKAY: That the terms of reference for the Utility Transition Steering Committee be approved as presented.
		SMITH-WINDSOR: Seconded the motion.
		CARRIED

	9.6	Councillor Danberg resignation
2024-17		ENGEL: That Ryan Danberg's resignation effective February 4, 2024 be accepted as submitted.
		HEWETT: Seconded the motion.
		CARRIED
2024-18		SMITH-WINDSOR: That Council decline the option for a by-election to fill the vacancy on council.
		ENGEL: Seconded the motion.
		CARRIED
2024-19		McKAY: That Council thank Ryan Danberg for his contributions as a member of Council and his work for the Resort Village of Elk Ridge.
		Seconded: Hewett
		CARRIED

10. MOTIONS

2024-20	10.1	McKAY: That the purchase of <i>Pubworks 3150</i> software from Munisoft at a cost of \$4990.00 to comply with PSAB asset registry and reporting requirements be tabled to the March Regular meeting.
		HEWETT: Seconded the motion.
		CARRIED

2024-21	10.2	HEWETT: That the purchase of <i>Utility Billing</i> software from Munisoft at a cost of \$5500.00 for regular billing of the Utility be tabled to the March Regular meeting.
		ENGEL: Seconded the motion.
		CARRIED

	11.	ADMINISTRATION REPORT
	11.1	Accept Administration Report
2024-22		HEWETT: That the administrators report be accepted as presented.
		ENGEL: Seconded the motion.
		CARRIED

2024-23	11.2	Monthly Bank Reconciliation & Financial Statements
		SMITH-WINDSOR: That the January Bank Reconciliation, Statement of Financial Activities, Balance Sheet and List of Accounts Paid be accepted and filed.
		ENGEL: Seconded the motion.
		CARRIED

12. READING OF BYLAW(S)

13. NOTICE OF MOTION

14. INQUIRIES

15. IN-CAMERA

2024-24		SMITH-WINDSOR: That Council go in camera at 4:56 pm to discuss Elk Ridge Utility amalgamation business.
		ENGEL: Seconded the motion.
		CARRIED
		Present: Mayor McKay, Councillors: Hewett, Engel and Smith-Windsor, CAO
2024-25		SMITH-WINDSOR: That Council reconvenes open session at 5:04 pm.
		ENGEL: Seconded the motion.
		CARRIED
		Present: Mayor McKay, Councillors: Hewett, Engel and Smith-Windsor, CAO
2024-26		ENGEL: That the Resort Village Authorize the CAO to sign for the Investing in the Canada Infrastructure program.
		HEWETT: Seconded the motion.
		CARRIED

16. INFORMATION ITEMS/CORRESPONDENCE

16.1 Minutes of Utility Steering Committee. (February 3, 2024)

	17.	ADJOURNMENT
2024-27		SMITH-WINDSOR: That this meeting now be adjourned at 5:18 p.m.
		ENGEL: Seconded the motion
		CARRIED

Mayor Garry McKay

CAO Michele Bonneau

DECISION ITEM

Subject	Purchasing Policy
Council Meeting Date Presented:	March 21, 2024
Agenda Item:	8.1
Prepared By:	Michele Bonneau

BACKGROUND:

Purchasing Policy Resort Village of Elk Ridge

1. PURPOSE & OBJECTIVE

1.1 Purpose - The purpose of this policy is to establish the parameters for the procurement of goods and services by the Resort Village of Elk Ridge (RV). The policy establishes the direction, philosophies, climate and values upon which the purchasing function must operate.

1.2 Objective - The objective of the Purchasing Policy is to ensure that goods and services are acquired through a fair, open, transparent and competitive process that is effective and efficient, safeguards public funds, ensures Public and Supplier confidence and complies with all Federal and Provincial Trade Agreements while allowing the RV to receive the best value in the goods and services it acquires.

2. DEFINITIONS

2.1 Best Value – This is determined by looking at the factors that determine value such as quality, expertise, life cycle costs, aesthetics, past performance, schedule, vision, adequate resources and price to determine the proponent offering the best value to the RV.

2.2 Qualified – Qualified means that the bidder has the expertise and ability, physically and financially, to supply or perform the goods or services tendered, bid or proposed, and whose past performance or references are satisfactory to the RV.

2.3 Consulting and Professional Services – These are services provided by architects, engineers, designers, planners, accountants, auditors, appraisers, software and financial consultants and any similar types of services not specifically detailed above.

2.4 Direct Award Contract – An agreement for the purchase of goods or services which has not been publicly advertised or for which written, telephone or electronic quotations have not been received from more than one vendor.

2.6 Request for Proposals (RFP) – A RFP to vendors is more flexible in terms of a vendor's response to the required goods and services and evaluation criteria. RFPs do not necessarily tie firms to existing processes or rigid specifications, but rather may encourage new approaches,

techniques and methods for meeting the RV's requirements. RFPs will be awarded based upon a best value analysis of the proposals. An RFP does not create a bid contract and does not establish irrevocable requirements. Rather, a performance contract between the RV and successful proponent will be established in accordance with the RFP.

2.7 Request for Quotations (RFQ) – A competitive process where specifications for the goods and services and terms of purchase are established in sufficient detail to allow the comparison of quotations from suppliers. Request for quotations shall involve obtaining quotations by invitation of three vendors where practical.

2.8 Tender – A tender is a request to vendors with detailed specifications of the product or service requirement. Tenders are used for products and services that lend themselves to detailed and specific specifications which permits the evaluation against clearly stated criteria. The lowest qualified bidder meeting those specifications/criteria will be awarded the contract for the supply of those goods and services without negotiation. A tender is intended to create a bid contract. All tenders will be opened publicly.

2.9 Change Order – A change order is work that is added or deleted from the original scope of work of an existing contract.

3. ACQUISITION POLICY

3.1 Methods of Acquisition – When the RV acquires goods or services, it shall do so through one of the processes outlined below:

Situation	Process	Approval
Low value (<\$10,000) items with existing budget	Direct Award	CAO
Detailed and specific specifications enabling the evaluation against clearly stated criteria.	Tender award to lowest bid meeting specs	<\$50K – CAO \$50K+ - Council
Specifications are established in sufficient detail to allow the comparison of quotations from suppliers.	RFQ award to lowest bid meeting specs	<\$50K – CAO \$50K+ - Council
RV encourages new approaches, techniques and methods for meeting the RV's requirements.	RFP award to best value	<\$50K – CAO \$50K+ - Council
Only one vendor exists who can supply the good or service.	Direct Award	<\$50K – CAO \$50K+ - Council
Change Order for extension of work on an existing contract.	Direct Award	CAO
Program or service will be interrupted due to the immediate need.	Direct Award	CAO
Goods or services are in short supply.	Direct Award	CAO
Emergency	Direct Award	CAO
Consulting and professional services.	Direct Award	<\$50K – CAO \$50K+ - Council

CAO will report to Council on all acquisitions (other than low value items) at the next Council meeting.

Tender and RFP specifications do not require Council approval.

3.2 Advertising of Tenders and Requests for proposals

- a)SaskTenders – SaskTenders is a Provincial public tendering system and all public tenders and RFPs must be posted on this website.
- b)RV Website – All public tenders and RFPs must be posted on the RV website.
- c)MERX – MERX is a Canadian Public tendering system and all public tenders and RFPs may be posted on this website if deemed to be in the best interest of the RV.

3.4 Trade Agreements – Municipalities are subject to the Canadian Free Trade Agreement (CFTA), the New West Partnership Trade Agreement (NWPTA) and the Canada- European Union Comprehensive Economic and Trade Agreement (CETA) and all subsequent amendments.

All municipal purchases except for those identified under exceptions and those below the prescribed dollar thresholds are subject to the rules and procedures required under these trade agreements and any amendments that may occur in the future.

4. TENDER AND PROPOSAL ACCEPTANCE CRITERIA

4.1 The RV reserves the right to refuse any or all tenders, bids or proposals if:

- a)The bid does not meet with the tender requirements, or the proposal does not provide the best value to the RV based upon the RV's evaluation criteria regardless of the price bid for the good or service;
- b)The award price exceeds the approved budget;
- c)The tender, RFP documents or specifications contain significant errors; or
- d)The RV decides to cancel the tender or RFP and not proceed with award.

These rights must be included in the tender/RFP documents.

4.2 Subject to the rights and reservations contained in the RV's Purchasing Policy and tender documents, the RV shall accept the lowest qualified tender or bid meeting the RV's specifications for all tenders.

4.3 An RFP proposal will be awarded to the successful proponent at the RV's sole discretion if it demonstrates that the RV is receiving the best value based upon the evaluation criteria.

5. EXCEPTIONS

5.1 The requirement for a Tender or RFP does not apply to the purchase of the following goods or services:

- a)Utility contracts (e.g. telephone, power, etc.);
- b)Contracts or agreements relating to employee compensation, reimbursements, training, education, etc.;
- c)Goods available for resale to the public;
- d)Contracts with public body or non-profit organizations;
- e)Cultural Goods and Services;
- f) Land;
- g)Legal Services; and
- h)Treasury services or products (borrowing, lending, investing, managing money, securities or other property).

5.2 Purchase of goods and services for longer terms than normal budget approvals is permitted as long as the budgeted funding source is expected to continue and the total contract award does not exceed the expected budget over that period of time.

5.3 Cooperative purchasing arrangements with other organizations such as SUMA, Saskatchewan Government, or other municipalities will be allowed if the RV expects to receive a benefit from participation in the cooperative purchasing endeavour. The Purchasing Policy of the organization managing the cooperative purchasing process will apply.

6. DISCLOSURE OF INFORMATION

6.1 The awarding of Tenders and the associated winning bid will be public information. The CFTA Trade Agreement provides the specific information that must be disclosed.

6.2 The RV shall not provide any supplier or contract information that would disclose proprietary information.

6.3 Where the CAO deems it appropriate, a debriefing session will be held for unsuccessful bidders/proponents after the contract award has occurred. The purpose of this debriefing session is to aid unsuccessful bidders/proponents in presenting a better bid or proposal for future submissions.

RECOMMENDATION:

Public Notice has been observed.

Approve the Purchasing Policy as presented.

Respectfully Submitted by: Michele Bonneau, CAO

DECISION ITEM

Subject	Utility Billing/Pubworks 3150
Council Meeting Date Presented:	February 20, 2024
Agenda Item:	8.2/8.3
Prepared By:	Michele Bonneau

BACKGROUND:

Resort Village of Elk Ridge
Box 171
Waskesiu Lake SK S0J 2Y0

2024 SSA/EMA Confirmation **NOT AN INVOICE**

Customer #	Account #	Customer Name	Description	As Of Date
891	AR2420	Resort Village of Elk Ridge		2023-11-02

RECURRING CHARGES LISTING

Item Code	Item Description	Quantity	Units	Amount
PNLeaS	[Month] [Year] - Software Lease Note: Lease April 2022 - April 2027	1.00		346.00
SLAPS	Accounts Payable	1.00		0.00
SLEaPaS	Easypay	1.00		0.00
SLGLS	General Ledger	1.00		0.00
SLRCS	Receipting	1.00		0.00
SLSecStS	Security Standard	1.00		0.00
SLTXS	Tax	1.00		0.00
SLeNTXSS	TX: eNotices	1.00		0.00
	EQUIPMENT MAINTENANCE			
EMBacUSBS	Backup USB SN:NABP8FYN	1.00	units	1.50
EMBacUSBS	Backup USB SN:NABP8G78	1.00	units	1.50
EMLapWkS	Laptop SN:L7NXCX005195289	1.00	units	10.00
EMMo24LS	Monitor 24" SN:MMT2BAA0111220CEAF4243	1.00	units	1.50
EMWrkSSS	WrkStn Server SN:L8PFCG00K035359	1.00	units	13.50
Total:		13.00		374.00

Utility Billing costs \$5500.00 initially with a monthly cost of \$55.00 AFTER the first year.

Current system – SAGE 50

Pubworks 3150 costs \$4990.00 initially with a monthly cost of \$54.17 AFTER the first year.

Spreadsheet of Village Assets transferred from the District:

District of Lakeland

Net Asset Detail Report

For 2021

Asset Class All Asset Classes
Fund All Funds
Location All Locations
Location Type All Location Types
District Elk Ridge Resort
Includes Segments, Features, Inactive Records
Includes Assets With No or Expired Depreciation Schedule
Surface All Surface Types
Location All Pavement Types

Asset Class / Asset Name	Opening Balance	Additions	Disposals	Write Downs	Balance End of Year	Accum Depr Start of Year	Net Carry Amount Start of Year	Deleted Accum Depr	Current Depr	Accum Depr End of Year	Net Carry Amount End of Year	Start Year	Useful Life	End Year	Scrap Value
Infrastructure															
Arne Petersen Way L	0	0	0	0	0	0	0	0	0	0	0	2010	0	2009	0
Elkridge Dr.01-Start of Road-El S	95,786	0	0	0	95,786	23,861	71,925	0	1,468	25,329	70,457	2000	70	2069	1
Elkridge Dr.02-Elkridge-Elkridg S	13,674	0	0	0	13,674	4,437	9,237	0	272	4,708	8,966	2000	55	2054	1
Elkridge Dr.03-Elkridge View-E S	82,112	0	0	0	82,112	26,644	55,468	0	1,631	28,275	53,837	2000	55	2054	1
Arne Petersen Way 3/4	191,572	0	0	0	191,572	54,941	136,631	0	3,371	58,312	133,260				
Elkridge View L	0	0	0	0	0	0	0	0	0	0	0	2010	0	2009	0
Elkridge View.01-Arne Peterser S	41,045	0	0	0	41,045	13,318	27,727	0	815	14,133	26,912	2000	55	2054	1
Elkridge View 1/2	41,045	0	0	0	41,045	13,318	27,727	0	815	14,133	26,912				
Elkridge Place L	0	0	0	0	0	0	0	0	0	0	0	2010	0	2009	0
Elkridge Place.02-Elkridge-End S	7,240	0	0	0	7,240	3,800	3,440	0	181	3,981	3,259	2000	40	2039	1
Elkridge Place 1/2	7,240	0	0	0	7,240	3,800	3,440	0	181	3,981	3,259				
Infrastructure 5/8	239,857	0	0	0	239,857	72,059	167,798	0	4,367	76,427	163,430				
Total All Assets 5/8	239,857	0	0	0	239,857	72,059	167,798	0	4,367	76,427	163,430				
Year-over-Year Value Reduction											4,367				

March 25, 2022

RECOMMENDATION:

- Purchase of Utility Billing
- Purchase of Pubworks 3150

Respectfully Submitted by: Michele Bonneau, CAO

DECISION ITEM

Subject	Board of Revision and Development Appeals Board Appointments
Council Meeting Date Presented:	March 21, 2024
Agenda Item:	9.1
Prepared By:	Michele Bonneau, CAO

BACKGROUND:

- In 2022, Council resolved to contract Western Municipal Consulting to provide Board of Revision and Development Appeals Board Services.
- We didn't require any Development Appeals in 2023. Also a retainer of \$450 was paid for 2023 services.
- Western Municipal Consulting has reached out to renew services for 2024.
- To continue contracting with WMC for 2024, they require a new motion of council appointing them as Board of Revision and Development Appeals Board as well as appointing the Secretaries for the Board.

BUDGET & OTHER CONSIDERATIONS: Retainer \$450 plus tax. Other Rates charged if required.

RECOMMENDATION:

- That the Resort Village of Elk Ridge continue to engage the services of Western Municipal Consulting for Board of Revision and Board of Appeal services for 2024.

PROPOSED MOTIONS:

1. That the RESORT VILLAGE OF ELK RIDGE appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the

appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

2. That the RESORT VILLAGE OF ELK RIDGE appoints Kara Lindal with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Kara Lindal is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.
3. That the RESORT VILLAGE OF ELK RIDGE appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

4. That the RESORT VILLAGE OF ELK RIDGE appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Claudette McGuire is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

Respectfully Submitted by: Michele Bonneau, CAO

DECISION ITEM

Subject	Wapiti Regional Library
Council Meeting Date Presented:	March 21, 2024
Agenda Item:	9.2
Prepared By:	Michele Bonneau, CAO

BACKGROUND:

The Wapiti Regional Library Annual General Meeting is scheduled for Saturday, April 27, 2024. The meeting will be held in person in Prince Albert. Registration will begin at 12:30pm with the meeting starting at 1:00pm.

All Wapiti Regional Library Board members are invited to attend the Annual General Meeting and are asked to RSVP by Friday, April 8 regarding their ability to attend. We will mail Invitational packets including meeting details and documents to officially appointed Wapiti Regional Library Board members.

Currently, we do not have a Wapiti Regional Library Board member appointment letter from the Resort Village of Elk Ridge.

If a Wapiti Regional Library Board member has been appointed, please email our Regional Office (adminasst@wapitilibrary.ca) or fax (306-922-1516) a letter on letterhead, containing the following:

Appointed Wapiti Regional Library Board member: Name, mailing address, phone number, and if possible, email address. Please state when the appointment was made and the length of term. Include the name of the local library board the Primary representative attends. With the exception of the two cities, each municipality within the Wapiti Regional Library geographical area is entitled to appoint one Primary representative to the Wapiti Regional Library Board. These representatives have voting privileges at the Wapiti Regional Library Annual General and Semi-Annual Meetings. For complete instructions on how to appoint representatives, please see the attached document entitled Appointing Regional Library Board Representatives.

Thank you for appointing your representatives and being an active participant in your regional library. We look forward to your representative's attendance at the upcoming Annual General meeting.

Jennifer Denholm

Administrative Assistant
Wapiti Regional Library

Appointing Regional Library Board Representatives

1. Each municipality within the Wapiti Regional Library geographical area is entitled to appoint one primary representative to the Wapiti Regional Library Board. The length of the appointment is determined by the municipality. This process ensures that each municipality has the opportunity for representation and one vote at Wapiti Annual General and Semi-annual meetings.
2. Each municipality is also entitled to appoint an alternate representative to the board. If the primary representative is unable to attend a Wapiti meeting, the alternate may attend, participate, and vote on behalf of the primary representative and municipality.
3. If there is a local library board in the municipality, the appointed municipal representative is also that municipality's representative to the local library board.
4. As officially appointed board members, it is the representative's responsibility to attend local library board meetings.
5. Immediately upon appointing primary and/or alternate representatives, the municipality must provide Wapiti with an official letter of appointment, written on municipality letterhead. The letter must contain: the name(s) of the appointed representative(s), mailing address, phone number, email address (if available), and length of appointment.
6. If the primary and alternate representatives are unable to attend a Wapiti meeting, the municipality may appoint, in writing, a temporary representative to attend a designated meeting. An official letter of appointment, written on municipality letterhead must be sent to Wapiti previous to the appropriate meeting, or be brought to the meeting by the temporary representative. The letter must contain: the name of the appointed temporary representative, his/her mailing address, and the specific meeting the representative is entitled to attend. If no official letter of appointment is provided, the temporary representative will be designated a guest, with limited participation and no voting rights.
7. It is the responsibility of the municipality to reappoint a representative when his/her tenure expires or appoint a new representative, then notify Wapiti in writing on municipality letterhead.

RECOMMENDATION:

Appoint an interested community member or Council member.

Respectfully Submitted by: Michele Bonneau, CAO

DECISION ITEM

Subject	Polling Station
Council Meeting Date Presented:	March 21, 2024
Agenda Item:	9.3
Prepared By:	Michele Bonneau

BACKGROUND:

Polling station

From: Jaimie Smith-Windsor <jsmithwindsor@icloud.com>
Date: March 14, 2024 at 6:27:32 PM CST
To: Marg Smith-Windsor <margaretsmithwindsor@gmail.com>
Subject: Polling station

Hi Councillor,

Is the RV Council reviewing whether or not it should be a polling station for school board elections?

I'm not sure what the legislation and regulations around this are, or if it's a decision of the returning officer, just thought I'd raise it as election preparations are getting underway.

Jaimie
Sent from my iPhone

[^ Hide message history](#)



Margaret Smith-Windsor <margaretsmithwindsor@gmail.com>

To: You; Garry McKay; Ross Hewett; Trudy Engel

[↩](#) [↶](#) [↷](#) [⋮](#)

Fri 3/15/2024 12:49 AM

Please see the following. We have requested a polling station repeatedly in the past. Now that we are own municipality, it would be such an advantage and an important right to have a polling station here. The little hamlet of Spruce Home had a polling station in the last school trustee election and we had to go to Christopher Lake.

Marg

A large portion of subdivision 3 is comprised of resort communities, who do not hold their elections in sync with other rural municipalities. The municipal election for resort villages will be held Friday, July 27, 2024 while other municipalities will hold their elections on November 13, 2024. As such, this creates electoral unfairness - electors in rural municipalities have greater access to polling stations and democratic participation in the election of school trustees.

Saskatchewan residents who live in the federal park (ie. PANP) or on reserve (ie. Little Red) are not able to vote in municipal elections but may send their children to public schools without representation. They are not eligible to run in school board elections, either - this is disenfranchisement.

National parks and First Nations neighbouring Subdivision 3 whose populations are not eligible to vote in school board elections include:

Prince Albert National Park 325

Little Red Reserve 354

Wahpeton 309

Sturgeon Lake 1174

Montreal Lake 1113

(According to most recent Census data for total population)

All this to say, most voting age adults who reside in or are neighbouring Subdivision 3 in SRPSD do not have access to a local polling station for school board elections OR are ineligible to vote.

RECOMMENDATION:

Direct the CAO to apply for a Polling Station in Elk Ridge for the November 13, 2024 School Board Elections.

Respectfully Submitted by: Michele Bonneau, CAO

Date: March 14, 2024



ENGAGEMENT STATUS REPORT



Transition Plan: Resort Village of Elk Ridge & Elk Ridge Utility Ltd.

Plan and Budget

Overall: Plan, Schedule and Budget reviewed approved by Steering Committee on March 12.

-9 Workstreams in total:

- Utility Dissolution Process
- WSA Licences and Permits
- Policies, Plans and Practices
- Financial Transition
- Asset and Property Transfer
- Admin Process and Management Systems
- Bylaws and Public Information
- Suppliers, Contracts, and Service Agreements
- Governance Integration

Next Steps: Seeking Council approval on Plan, Schedule, RV Budget on March 21

Waiting for Utility approval on Utility Budget, and feedback on Plan and Schedule (TBD)

Schedule

Overall: On track.

Financial Transition:

- Waiting for Council decision on Utility Billing, 3150 PubWorks applications.
- RV in negotiations with financial services provider (Affinity)

Asset and Property Transfer:

- SC Meeting scheduled for April 25 - RE: Easement Review and Recommendations

Next Steps: All other work on hold until Council approval of plan, budget, schedule.

People

Overall. No known issues and risks.

Utility Staff:

- Russell, Terri, Rob engaged in planning process
- Meetings held between CAO, Mayor, Russell and Terri. Danny is pending.

Resort Village: Engaged in planning process

Contractors:

- Steering Committee recommends MLT Aikens as legal services provider
- Engagement Letter submitted for management consulting services (Pentelsa). Awaiting RV approval prior to working on next wave of deliverables.

DECISION ITEM

Subject	Elk Ridge Utility
Council Meeting Date Presented:	March 21, 2024
Agenda Item:	9.4
Prepared By:	Michele Boneau, CAO

Pentelsa

Clint Austin
Pentelsa Management Consulting
1429 29 St SW
Calgary, AB T3C 1L8
March 13, 2024

Michele Boneau
Chief Administrative Officer
Resort Village of Elk Ridge
PO Box 171
Waskesiu, SK S0J 2Y0

Dear Michele,

RE: Engagement Letter for Implementation Services for Establishing a Public Utility

Thank you for choosing Pentelsa to assist the Resort Village of Elk Ridge with its amalgamation of Elk Ridge Utility and transition to a public utility.

I am pleased to announce that we jointly have completed Phase I of the Engagement and provide this Engagement Letter to outline the scope, fees and terms for the remainder of the work, as described in our 14 December 2023 Proposal – *"Implementation Services for Establishing a Public Utility through the Process of Amalgamation."* ("Proposal")

Nature of Services. Pentelsa will provide management consulting services to the Resort Village of Elk Ridge. The scope shall be limited to that defined in the Transition Plan, Schedule and Budget approved by Resort Village ("RV") on 21 March 2024.

Pentelsa Responsibilities and Deliverables ("Services"). Pentelsa responsibilities as Chair of the Transition Steering Committee, Transition Coordinator, and Advisory remain unchanged as per the Proposal. Specific deliverables for each of these responsibilities are as follows:

Chair - Transition Steering Committee ("SC")

- Research, compile and review applicable acts and regulations regarding rights of way and land access. Facilitate the Steering Committee review of existing easements and land access protocols and requirements. Provide Council with a report and recommendations.
- Schedule and chair committee meetings, facilitating active participation by all members and ensuring appropriate time is allocated to each agenda item and all items are brought to a suitable resolution.

B

BACKGROUND:

Transition Coordinator – Implementation Team

- Schedule and facilitate team meetings, facilitating active participation by all members and ensuring appropriate time is allocated to each agenda item and all items are brought to a suitable resolution.
- Produce monthly progress reports, identifying variances to plan, schedule, budget.

Transition Advisor

- Gather and compile existing staff employment agreements and provide briefing and recommendations to CAO and Mayor.
- Draft Job Descriptions for RV Utility Staff.
- Draft Notice of Intent for Change Named Permittee (Water Security – EPO)
- Draft RV OH&S Policy, Asset Management Policy, Utility QA/QC Policy, Water and Sewer Capital Investment Strategy.
- Facilitate development of Asset Transfer Agreement between MLT Aikens, RV and Elk Ridge Utility.
- Facilitate the transfer of property and land from the Utility to the RV.
- Draft Manage Water and Sewer bylaw, based on the Joint Committee Final Report and standard practices employed by similar communities.
- Draft Water and Sewer Rate bylaw, based on the Joint Committee Final Report and standard practices employed by similar communities.
- Draft Public Information Bulletin, in compliance with the Municipalities Regulations.
- Draft terms for grinder pumps to be incorporated in the RV Service Agreement(s), based on current Elk Ridge Utility policy.
- Update Water QA/QC Manual for RV.
- Assist CAO and Utility staff elimination of duplicate computer software accounts and unnecessary applications, and transition of Basecamp and Zoom document and collaboration functions to MS Teams.
- Assist CAO with the application for the Local Government Committee.
- Assist the CAO with the development of 5-Year Capital Works Plan.

Pentelsa will be responsible for the methodology of delivery of the Services, and provision of necessary tools and equipment and supplies in order to complete Services in a competent and professional manner, except to the extent that the Resort Village may be required to provide any such tools, equipment, or supplies.

Fee Arrangement. This is a fixed-fee charge for the Services. The total value for the provision of Services is **\$23,850.00**, excluding GST.

Fees are inclusive of all management consulting services and shall be inclusive of all office, insurance, overhead, and administrative expenses such as software and subscription licenses, home-office printing. Fees shall also include travel expenses, except in the circumstances where Pentelsa requests pre-approval for travel.

Resort Village expenses shall be cost-reimbursable and shall be considered reasonable out-of-pocket expenses incurred by Pentelsa in performance of the Services. Pentelsa Corp. shall seek pre-approval of such expenses and include in the invoice a detailed summary of such expenses along with any supporting receipts.

Payment Schedule. Invoices shall be transmitted by email to the Chief Administrative Officer in accordance with the following Invoice Schedule:

Invoice Schedule

Payment No.	Invoice Date	Fees (\$)	% of Total Fee Paid
1 – March	March 29, 2024	4,000.00	17%
2 - April	April 30, 2024	4,000.00	34%
3 - May	May 31, 2024	4,000.00	50%
4 – June	June 28, 2024	4,000.00	67%
5 – July	July 31, 2024	4,000.00	84%
6 – Aug	Aug 30, 2024	770.00	87%
7 - Sep	Sep 30, 2024	770.00	90%
8 – Oct	Oct 31, 2024	770.00	94%
9 – Nov	Nov 29, 2024	770.00	97%
10 – Dec	Dec 20, 2024,	770.00	100%

Total Invoiced Amount \$23,850.00

Invoiced amounts in the Invoice Schedule are for the Services. They exclude GST and any pre-approved reimbursable expenses which may be incurred at the time. Submitted invoices will be paid no later than 10 business days after the Invoice Date by way of e-transfer to the Pentelsa Corp or by cheque. (Email clintaustin@pentelsa.com)

Pentelsa reserves the right to suspend its Services or to terminate this engagement in the event that any of my invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to me, the Resort Village agrees to reimburse me for my costs of collection.

Third Party Outcomes Not Warranted. Pentelsa makes no representations or warranties regarding the successful outcomes of any negotiations, litigation or matters regarding third party actions such as approvals, consents or rulings.

Indemnity. The Resort Village of Elk Ridge agrees to indemnify, defend (by counsel retained and instructed by me) and hold harmless my firm (and its partners, agents or employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of (or in consequence of) the Services performed by Pentelsa pursuant to this engagement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the negligence of my firm. In the event that the matter is settled out of court, I will mutually agree on the extent of the indemnification to be provided by your organization.

Not Liable for Any Failure or Delays Beyond My Control. I will use all reasonable efforts to complete the Services as described in this letter within the timeframes outlined in the approved of the Transition Plan. However, I shall not be responsible or liable for failures or delays in performance that arise from causes beyond my control, including the untimely performance by Elk Ridge Utility Ltd., third-parties or the Resort Village in performance of their responsibilities or obligations.

Confidentiality. One of the underlying principles of Pentelsa is a duty of confidentiality with respect to client affairs. Accordingly, I will not provide any third party with confidential information concerning the affairs of the Services unless:

- I have been specifically authorized with prior consent.
- The transition of information is an implied requirement to perform the Services.
- The information requested is (or enters into) public domain.

In performing my services, I will send messages and documents electronically. You acknowledge that electronic communication carries the possibility of inadvertent misdirection, interception or non-delivery of confidential material, or infection by a virus. If you do not consent to my use of electronic communications, please notify me in writing.

Termination. Pentelsa acknowledges and understands that failure to fulfil its obligations as set out in this engagement letter will result, upon written notice, in the termination of the engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party *[not less than 30 calendar days before the effective date of termination]*. If the date of termination falls between payment Invoice Dates in the Invoice Schedule, the Resort Village of Elk Ridge shall be responsible for payment of any incurred expenses and the full Fee amounts up to the end of the month.

Conclusion. This engagement letter includes the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with me. If the Services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign and date this letter in the space provided and return it to me.

I appreciate the opportunity of continuing to be of service to your community and organization.

Sincerely,

Clint Austin
President, Pentelsa Corp.
clintaustin@pentelsa.com

TRANSITION BUDGET			
Date: March 12, 2024			
Item	Utility	Resort Village	Notes
Professional Services, Fees	20,015.00	3,888.00	Legal, Accounting, Licences, Permits,
Information Services	-	8,956.00	Munisoft Utility Billing, Computer Clean Up, Set Up
Policies, Agreements, Bylaws, Job Descr., Public Info.	-	13,644.00	Compiling docs, Research, Drafting, Editing
Project Coordination & Control	-	6,462.00	Meetings, Reports, Follow-Up
Sub-Total (per Entity)	20,015.00	32,950.00	
Sub-Total Budget	52,965.00		
Contingency (10%)	-		
Total Transition Budget	\$ 52,965.00		

RECOMMENDATION:

Approve funding of \$32,950 as per budget.

Respectfully Submitted by: Michele Bonneau, CAO

DECISION ITEM

Subject	Records Custodian
Council Meeting Date Presented:	March 31, 2024
Agenda Item:	9.4.2
Prepared By:	Michele Bonneau, CAO

BACKGROUND:

Document and Records Management System

Not-for-Profit regulations require appoint of a Records Custodian ("RC") who will be responsible for keeping the Elk Ridge Utility records for six years after dissolution. It is recommended that the Utility and RV name the CAO as the RC. A decision is required as to where the current and historical Utility records should be kept.

RECOMMENDATION:

That Council designate the CAO as Records Custodian for the keeping of Elk Ridge Utility records for six years after dissolution.

Respectfully Submitted by: Michele Bonneau, CAO

ADMINISTRATORS'S REPORT - March 21, 2024

<u>Date</u>	<u>ADMINISTRATION HIGHLIGHTS:</u>
	We received the Draft Financial Statements - 2022 from the auditor. They are currently under review. Continuing to respond to inquiries from the Auditor.
	Canada Post Community Mail Boxes - location change - The community mail boxes will be located where the current can/bottle,jugs recycle area is and the recycle area moved to the other end of the waste depot area.
	Nicole Lerat - on site March 19, 2024
	GST - working with CRA to get designation as a Public Service Body
<u>Date</u>	<u>MINUTES FOLLOW UP</u>
<u>Date</u>	<u>OFFICE NOTES</u>
	Currently planning to update get the SAMA material updated and Assessment Notice out to properties where there has been a change of ownership or development.
	Upgraded our Microsoft subscription - \$18.65/month - to include Teams.
<u>Date</u>	<u>HR/Personell NOTES</u>
	Pay Period 3 - 39.5 hours and Pay Period 4 - 41.5 hours
<u>Date</u>	<u>GRANT UPDATES/UPCOMING</u>
<u>Date</u>	<u>RATEPAYER CONCERNS</u>
	Request for burning permits are continuing to be processed.

Report Date
2024-03-15 2:33 PM

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending February 29, 2024

Page 1

	Current	Year To Date	Budget	Variance	%
REVENUES					
TAXATION					
Municipal Taxes					
410-130-100 - Discount on Municipal Tax - Property	(127.41)	(1,047.07)		(1,047.07)	
	(127.41)	(1,047.07)	0.00	(1,047.07)	0.00
Penalties on Tax Arrears					
410-400-210 - Penalty on Mun Taxes Arrears - Proper	121.45	247.49		247.49	
	121.45	247.49	0.00	247.49	0.00
TOTAL TAXATION:	(5.96)	(799.58)	0.00	(799.58)	0.00
FEES AND CHARGES					
Other					
Tax Certificate					
420-800-100 - F&C - Tax Certificate	25.00	50.00		50.00	
	25.00	50.00	0.00	50.00	0.00
	25.00	50.00	0.00	50.00	0.00
TOTAL FEES AND CHARGES:	25.00	50.00	0.00	50.00	0.00
TOTAL REVENUES:	19.04	(749.58)	0.00	(749.58)	0.00

Report Date
2024-03-15 2:33 PM

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending February 29, 2024

Page 2

	Current	Year To Date	Budget	Variance	%
EXPENDITURES					
GENERAL GOVERNMENT SERVICES					
Wages & Benefits					
Wages					
510-110-110 - GG - Council - Indemnity	1,000.00	2,200.00		(2,200.00)	
	1,000.00	2,200.00	0.00	(2,200.00)	0.00
510-110-230 - GG - Wages - Administrator	3,389.12	4,840.35		(4,840.35)	
	4,389.12	7,040.35	0.00	(7,040.35)	0.00
	4,389.12	7,040.35	0.00	(7,040.35)	0.00
Professional/Contract Services					
510-200-130 - GG - Cont. - Audit/Accounting	390.00	4,926.80		(4,926.80)	
510-200-150 - GG - Cont. - Assessment - SAMA	5,655.00	5,655.00		(5,655.00)	
510-200-190 - GG - Cont. - Office Rent	500.00	1,000.00		(1,000.00)	
510-230-100 - GG - Cont. - Insurance - General & Bor		2,139.00		(2,139.00)	
510-240-100 - GG - Cont. - Memberships & Subscripti	474.37	1,145.11		(1,145.11)	
510-250-150 - GG - Cont. - Software/Hardware Contr	456.85	852.22		(852.22)	
510-280-100 - GG - Cont. - Printer Lease/Copies		86.94		(86.94)	
510-280-150 - GG - Cont. - Mentoring	1,398.10	1,398.10		(1,398.10)	
510-280-170 - GG - Cont. - Assessment Appeals	472.50	472.50		(472.50)	
510-290-100 - GG - Cont. - Bank Charges	46.00	79.00		(79.00)	
	9,392.82	17,754.67	0.00	(17,754.67)	0.00
Utilities					
510-300-140 - GG - Utility - Internet	38.18	38.18		(38.18)	
510-300-141 - GG - Utility - Cell Phone	195.60	195.60		(195.60)	
	233.78	233.78	0.00	(233.78)	0.00
Maintenance, Material and Supplies					
510-410-140 - GG - M&S - Office Supplies	4.43	4.43		(4.43)	
	4.43	4.43	0.00	(4.43)	0.00
TOTAL GENERAL GOVERNMENT SERVICES	14,020.15	25,033.23	0.00	(25,033.23)	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	1,970.29	3,319.99		(3,319.99)	
	1,970.29	3,319.99	0.00	(3,319.99)	0.00
Utilities					
530-300-110 - TS - Utility - Heat	236.04	330.82		(330.82)	

Report Date
2024-03-15 2:33 PM

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending February 29, 2024

Page 3

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
530-300-120 - TS - Utility - Power	551.56	551.56		(551.56)	
530-310-100 - TS - Utility - Power - Street Lights	1,704.60	1,704.60		(1,704.60)	
	<u>2,492.20</u>	<u>2,586.98</u>	<u>0.00</u>	<u>(2,586.98)</u>	<u>0.00</u>
TOTAL MAINTENANCE:	4,462.49	5,906.97	0.00	(5,906.97)	0.00
TOTAL TRANSPORTATION SERVICES:	4,462.49	5,906.97	0.00	(5,906.97)	0.00
ENVIRONMENTAL SERVICES					
Professional/Contractual Services					
540-200-110 - EH&W - Cont. - Waste Collection/Dispc	407.28	741.74		(741.74)	
540-200-120 - EH&W - Cont. - Recycle Contract	429.70	859.40		(859.40)	
540-210-300 - EH&W - Cont. - Other Services		2,497.50		(2,497.50)	
540-210-310 - EH&W - Cont. - Waste Bin Monitoring	175.00	350.00		(350.00)	
	<u>1,011.98</u>	<u>4,448.64</u>	<u>0.00</u>	<u>(4,448.64)</u>	<u>0.00</u>
TOTAL ENVIRONMENTAL SERVICES:	1,011.98	4,448.64	0.00	(4,448.64)	0.00
TOTAL EXPENDITURES:	19,494.62	35,575.74	0.00	(35,575.74)	0.00
CHANGE IN NET-FINANCIAL ASSETS					
Revenues	19.04	(749.58)	0.00	(749.58)	0.00
Expenditures	19,494.62	35,575.74	0.00	(35,575.74)	0.00
CHANGE IN NET FINANCIAL ASSETS	(19,475.58)	(36,325.32)	0.00	(36,325.32)	0.00
OPERATING SURPLUS/DEFICIT (Chg in Net Asst)	(19,475.58)	(36,325.32)	0.00	(36,325.32)	0.00
CHANGE IN GENERAL SURPLUS	(19,475.58)	(36,325.32)	0.00	(36,325.32)	0.00

ACCOUNT BALANCES	<u>Current</u>	<u>Year to Date</u>	<u>Balance</u>
Cash and Investments			
110-110-110 - Cash - On Hand - Petty Cash			2.72
110-110-120 - Cash - Bank - Operating	(19,546.67)	(19,440.53)	29,212.27
110-110-130 - Cash - Bank - Term Deposit			608,000.00
110-110-140 - Cash - Reserves			60,000.00
Total Cash and Investments:	(19,546.67)	(19,440.53)	697,214.99
Municipal Taxes Receivable			
110-200-100 - Municipal - Tax Receivable - Current	(584.90)	(16,532.34)	742.82
110-200-110 - Municipal - Tax Receivable - Arrears	(40.90)	(622.32)	(21,390.21)
110-200-300 - Municipal Fire Levy #1 - Current	(75.21)	(1,108.43)	132.38
110-200-310 - Municipal Fire Levy #1 - Arrears	(1.33)	(27.69)	(1,112.75)
Total Municipal Taxes Receivable:	(702.34)	(18,290.78)	(21,627.76)
Other Receivables			
110-210-100 - Sask Rivers SD #11 Taxes Receivable	(1,326.10)	(21,201.29)	(20,695.01)

Report Date
2024-03-15 2:33 PM

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending February 29, 2024

Page 4

	Current	Year To Date	Budget	Variance	%
110-340-110 - GST Receivable - 100% Rebate	381.13	911.56	12,875.18		
Total Other Receivables:	(944.97)	(20,289.73)	(7,819.83)		
Certified correct and in accordance with the records	Presented to council on				
	(Date)				
Administrator Name	Head of Council Name				
Administrator Title	Head of Council Title				

RESORT VILLAGE OF ELK RIDGE
Statement of Financial Activities - Summary
for the Period Ending February 29, 2024

REVENUES:	Current	Year to date	2023 YTD
Taxation	\$ -5.96	\$ -799.58	\$ -2,111.83
Fees & Charges	\$ 25.00		

TOTAL REVENUES	\$ 19.04	\$ -799.58	\$ -2,111.83
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EXPENDITURES

General Government Services	\$ 14,020.15	\$ 25,033.23	\$ 19,428.95
Protective Services	\$ -	\$ 186.90	
Transportation Services	\$ 4,462.49	\$ 5,906.97	\$ 7,344.19
Environmental Health Services	\$ 1,011.98	\$ 4,448.64	\$ 1,062.61
Planning & Dvt. Services		\$	\$ 450.00
Rec. & Cultural Services			
Utility			

TOTAL EXPENDITURES	\$ 19,494.62	\$ 35,575.74	\$ 28,285.75
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Operating Surplus/Deficit	\$ -19,475.58	\$ -36,375.32	\$ -30,397.58
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Account Balances

Cash	Current	Balance	2023 Balance
Current Bank	\$ -19,546.67	\$ 29,212.27	\$ 376,402.91
Term Deposits		\$ 608,000.00	\$ 200,000.00
Reserves		\$ 60,000.00	\$ 60,000.00
Total Cash	\$ -19,546.67	\$ 697,212.27	\$ 636,402.91

Municipal Taxes Receivable

Municipal - Tax Receivable - Current	\$ -584.90	\$ -16,532.34	\$ -32,554.11
Municipal - Tax Receivable - Arrears	\$ -40.90	\$ -622.32	\$ -9,893.69
Municipal Fire Levy #1 - Current	\$ -75.21	\$ -1,108.43	\$ -2,095.39
Municipal Fire Levy #1 - Arrears	\$ -1.33	\$ -27.69	\$ -251.90
Total Municipal Taxes Receivable	\$ -702.34	\$ -18,290.78	\$ -44,795.09

February 29, 2024

Affinity Bank Balance

As of February 29, 2024 \$ 96,958.16

Add:

Outstanding Deposits:

Outstanding E-transfers

Less:

Outstanding Cheques (See attached) \$ 7,745.89

\$ -

Reserve Transfers not Transferred Yet \$ 60,000.00

Reconciled Balance \$ 29,212.27

General Ledger Bank Balance at Month End (110-110-120) \$ 29,212.27

\$ -

List of Outstanding Cheques

311 Allan Adlem \$ 1,888.28

315 NCSWMC \$ 462.00

316 Western Municipal Cons. \$ 472.50

MEPP \$ 823.76

317 Greenland Waste \$ 878.82

CRA \$ 685.79

Ministry of Finance \$ 1,468.92

Sask Energy \$ 104.38

Sask Power \$ 897.28

Sask Tel \$ 64.16

Total Outstanding Cheques \$ 7,745.89

		DR	CR
1	Bank Charges	46.00	
	Bank		46.00
	Record Feb Bank Charges		

EMPLOYEE CHEQUE HISTORY REPORT (BASIC)

Pay Periods 03 to 04 in 2024

Data Folder: H:\ELKRIDGE\

dd-mm-yy	Prd	Chq#	Gross	Tax	EI	CPP/QPP	CPP2/QPP2	Net
[BON] Bonneau Michele								
15-02-24	03	c000193	1066.50	101.05	17.70	55.45	.00	796.31
29-02-24	04	c000198	1219.73	133.64	20.25	64.56	.00	891.50
			2286.23	234.69	37.95	120.01	.00	1687.81
[ENG] Engel Trudy								
15-02-24	03	c000194	200.00	.00	.00	.00	.00	200.00
			200.00	.00	.00	.00	.00	200.00
[HEW] Hewett Ross								
15-02-24	03	c000195	200.00	.00	.00	.00	.00	200.00
			200.00	.00	.00	.00	.00	200.00
[MCK] McKay Garry								
15-02-24	03	c000196	400.00	120.00	.00	.00	.00	280.00
			400.00	120.00	.00	.00	.00	280.00
[SMI] Smith-Windsor Margaret								
15-02-24	03	c000197	200.00	.00	.00	.00	.00	200.00
			200.00	.00	.00	.00	.00	200.00
Grand Totals			3286.23	354.69	37.95	120.01	.00	2567.81

Resort Village of Elk Ridge
Payment Register

Report Date
2024-03-15 2:10 PM

Batch: 2024-00005 to 2024-00009

Page 1

Bank Code: Bank1 - Main Demand

Payment #	Vendor	Date	Amount
Computer Cheque			
311	ADLEM, ALLAN	2024-02-13	1,888.28
312	CANOE PROCUREMENT GROUP O	2024-02-13	4.43
313	DISTRICT OF LAKELAND	2024-02-13	551.56
317	GREENLAND WASTE DISPOSAL LT	2024-02-29	878.82
315	NCSWMC	2024-02-29	462.00
314	SAMA	2024-02-13	5,655.00
316	Western Municipal Consulting	2024-02-29	472.50
Total for Computer Cheque:			9,912.59
E-Transfer			
2024-0013	REV - MUNICIPAL EMPLOYEES PEI	2024-02-29	0.00
2024-0015	CANADA REVENUE AGENCY	2024-02-29	685.79
2024-0008	ELK RIDGE RESORT	2024-02-02	525.00
2024-0009	Gary Provencher	2024-02-02	175.00
2024-0012	LAKELAND EXCAVATING SERVICE	2024-02-29	2,066.87
2024-0016	MINISTRY OF FINANCE	2024-02-29	1,468.92
2024-0010	MUNISOFT	2024-02-02	64.38
2024-0011	MUNISOFT	2024-02-08	415.14
2024-0014	NICOLE LERAT	2024-02-29	1,877.51
Total for E-Transfer:			7,278.61
Online Banking			
2024-0005	AFFINITY MASTERCARD	2024-02-29	12.99
2024-0006	MUNICIPAL EMPLOYEES PENSION	2024-02-29	823.76
2024-0002	SASKENERGY	2024-02-08	143.36
2024-0007	SASKENERGY	2024-02-29	104.38
2024-0003	Saskpower	2024-02-08	891.59
2024-0008	Saskpower	2024-02-29	897.28
2024-0004	Sasktel	2024-02-08	178.66
2024-0009	Sasktel	2024-02-29	64.16
Total for Online Banking:			3,116.18
Total for Bank1:			20,307.38

DECISION ITEM

Subject	Bylaw 2022 – 01 (FIRST READING)
Council Meeting Date Presented:	March 21, 2024
Agenda Item:	13.1
Prepared By:	Michele Bonneau

BACKGROUND:

RESORT VILLAGE OF ELK RIDGE

BYLAW NO 01-2022

A BYLAW TO ESTABLISH PROPERTY TAX INCENTIVES AND PENALTIES

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

1. Due Date

Property and other taxes imposed by the Resort Village of Elk Ridge are deemed to be imposed on the first day of January in each year and shall be due on August 31.

2. Penalty on Arrears of Taxes

- a) Taxes which remain unpaid after the 31st day of December of the year in which they are levied shall be subject to a penalty.
- b) The method of calculating the penalty shall be a simple rate of 1.00% per month, added on the first day of each month applied to the total taxes, excluding any penalties previously added during the current year, that remain unpaid at the end of the month preceding the month in which the penalty is being applied.
- c) The penalty charges are to be added to and shall form part of the tax roll.

3. Penalty on Current Taxes

- a) Where current taxes remain unpaid after the due date noted in section 1 of this bylaw, there shall be added thereto a penalty, calculated at the rate of 1.00% of the unpaid taxes as at the first day of each month in which the penalty is being applied.
- b) The penalty charges are to be added on the first day of each month in which there are unpaid taxes.
- c) The penalty charges are to be added to and form part of the tax roll.

~~4. Incentive Program – Prepayments~~

- ~~a) From January 1 until June 30, discounts shall be allowed with respect to the prepayment of:~~

- ~~i. The current year's taxes on property;~~

b) ~~The rate of discount relative to prepayment of taxes:~~

1. ~~Declining discount~~

1. ~~During the month of January shall be 6%~~

2. ~~During the month of February shall be 5%~~

3. ~~During the month of March shall be 4%~~

4. ~~During the month of April shall be 3%~~

5. ~~During the month of May shall be 2 %~~

6. ~~During the month of June shall be 1%~~

5. Education Property Taxes

Section 4 does not apply to property taxes levied on behalf of a school division.

6. Coming into Force

This bylaw shall come into force on ~~January 19th, 2022~~ January 1, 2025.

RECOMMENDATION:

Motion: That Bylaw 01 of 2022 TO ESTABLISH PROPERTY TAX INCENTIVES AND PENALTIES be amended as presented and introduced for a first time reading.

Respectfully Submitted by: Michele Bonneau, CAO