

Resort Village of Elk Ridge
Agenda
April 15 at 4:30 pm – Regular Meeting – Elk Ridge Resort (White Tail Room)

1. Call to Order – The Mayor called the meeting of Council to order.

2. Approval of Agenda:

3. Adoption of Minutes:

3.1 Regular Meeting Minutes – March 18, 2025

4. Declaration of Conflict of Interest:

5. Delegations Scheduled:

5.1 Elk Ridge Resort – Garry McKay, Kari Bryson (4:35 pm)

5.2 Easements Ron Erikson (EVV#8) (5:00 pm)
Barry Anderson (EVV#7)
Trevor Klassen-Legal Counsel

6. Public Hearings:

7. Public Acknowledgements:

8. Business Arising from Minutes:

8.1 Proposed Parcels A and B – Commercial - SUBD-004099-2025
Municipal Reserve – Len Hergott

9. New Business:

9.1 Strategic Plan

9.2 Catalis

9.3 UMAAS Convention

9.4 Manager - Public Works and Utilities – job description

9.5 BRC Event – May 17-18, 2025 (Elk Ridge Resort)

10. Motions:

11. Administration Reports:

11.1 Utility Report

11.2 Administrator Report

12. Financial Report

12.1 Detailed Financial Report, Bank Reconciliation, Payments Register

13. Reading of Bylaw(s):

13.1 Bylaw 2025-01 Council Procedures (attached separately) – 3rd Reading

14. Notice of Motion:

15. Inquiries:

16. In camera:

16.1 Requests for Information

17. Information Items/Correspondence:

17.1 Minutes (draft) - North Central Planning District Commission – March 25/25

18. Adjournment



**Resort Village of Elk Ridge
Regular Meeting Minutes Council
March 18, 2025**

Regular meeting of Council held on Tuesday March 18, 2025 at 4:30 p.m. at Elk Ridge Resort lodge.

Present:

Mayor	Margaret Smith-Windsor
Councillors	Jacqueline Archer Daniel Levesque Russell Schwehr Payton Hall
CAO	Michele Bonneau
Utility staff	Terri Kowbel-Nesbitt
Delegations	Waskesiu Foundation & PANP staff ERCOA – Trudy Engel & Colleen Schwehr Leslie Tucheck (EMO) – arrived at 5:45 pm

1. CALL TO ORDER

Mayor Smith-Windsor called this regular meeting of the Council to order at 4:30 pm

2. APPROVAL OF AGENDA

2025-034 ARCHER: That the agenda be adopted as presented.
 LEVESQUE: Seconded the motion

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Meeting Minutes – February 18, 2025

2025-035 ARCHER: That the minutes of the February 18, 2025 Special Council Meeting be adopted.
 LEVESQUE: Seconded the motion

CARRIED

3.1 Regular Meeting Minutes – February 18, 2025

2025-036 SCHWEHR: That the minutes of the February, 2025 Regular Council Meeting be adopted.
 LEVESQUE: Seconded the motion

CARRIED

3.1 Special Meeting Minutes – March 12, 2025

2025-037 ARCHER: That the minutes of the March 12, 2025 Special Council Meeting be adopted.
 LEVESQUE: Seconded the motion

CARRIED

	4. DECLARATION OF CONFLICT OF INTEREST	
	5. DELEGATIONS	
	5.1 Aquatic Invasive Species – Waskesiu Foundation/PANP	
	5.2 ERCOA – Trudy Engel & Colleen Schwehr	
	<ul style="list-style-type: none"> - ERCOA may use former firehall for sorting purposes of recycling while not in use or under development. - That Councillor Schwehr will work jointly with ERCOA and Routes2SK Inc. to appoint a committee for the establishment of safe walking paths (active transportation) within Elk Ridge connecting the neighborhoods. - CAO will put a tab on the Resort Village website for ERCOA news and notices - Mass mailing – research ability to share MailChimp platform with ERCOA. 	
	6. PUBLIC HEARINGS	
	7. PUBLIC ACKNOWLEDGEMENTS	
	8. BUSINESS ARISING FROM MINUTES	
	9. NEW BUSINESS	
	9.1 EMO Plan	
2025-038	<p>Leslie Tuchek – Emergency Management Plan</p> <p>LEVESQUE: That Leslie Tuchek be engaged as the EMO Coordinator to assist with the development of the Response Plan pillar of the EMO plan effective Monday March 24, 2025.</p> <p>HALL: Seconded the motion.</p>	CARRIED
	10. MOTIONS	
	11. ADMINISTRATION REPORTS	
2025-039	11.1 Utility Report	
	<p>SCHWEHR: That the Utility Report be accepted as presented.</p> <p>ARCHER: Seconded the motion</p>	CARRIED
	11.2 Administrator’s Report	
2025-040	<p>LEVESQUE: That the Administrator’s Report be accepted as presented.</p> <p>HALL: Seconded the motion.</p>	CARRIED
2025-041	<p>HALL: That the CAO research the process by which the utility easements were registered.</p> <p>SCHWEHR: Seconded the motion.</p>	CARRIED
	12. FINANCIAL REPORT	
	12.1 Utility Statement	
2025-042	<p>ARCHER: That the Water & Sewer Utility Financial Statement be accepted and filed.</p>	

HALL: Seconded the motion.

CARRIED

- 2025-043 **12.2 Detailed Financial Statement, Bank Reconciliation, Payments Register**
ARCHER: That the statement of financial activities, bank reconciliation and Payments Register for the month of January be approved.
HALL: Seconded the motion

CARRIED

- 2025-044 **13. READING OF BYLAWS**
13.1 Bylaw 2025-01 Council Procedures
HALL: That Bylaw No 2025-01 Council Procedures be introduced and read a first time.
SCHWEHR: Seconded the motion

CARRIED

- 2025-045 ARCHER: That Bylaw No 2025-01 Council Procedures be now read a second time.
LEVESQUE: Seconded the motion.

CARRIED

- 14. NOTICE OF MOTION**
Complaints Policy – Bylaw 03-2022 Code of Ethics Bylaw

15. INQUIRIES

16. IN-CAMERA

17. INFORMATION ITEMS/CORRESPONDENCE

- 17.1** Minister of Government Relations – prioritize Canadian suppliers
17.2 NCSWMC – Annual Meeting – April 24, 2025 @ 5:00
17.3 Wapiti Regional Library – April 26, 2025 @ 12:30 pm – Need appointment

18. ADJOURNMENT

ARCHER: That this meeting now be adjourned at 7:55 p.m.
LEVESQUE: Seconded the motion

CARRIED

Mayor Margaret Smith-Windsor

CAO Michele Bonneau



April 9, 2025

Resort Village of Elk Ridge

c/o Ms. Michele Bonneau

211C Arne Petersen Way

S0J 0N0

Hand Delivered

Dear Ms. Bonneau:

Re: Attendance at April 15, 2025 Council Meeting

As previously discussed Elk Ridge Resort would like to attend the April 15, 2025 Council meeting to address the impact of significant increases in values to properties in the Commercial Sector due to the 2025 Reassessment.

At the November 12, 2024 Council meeting, the Saskatchewan Assessment Management Agency advised Council that based on preliminary values the Commercial Sector would see increases of 37% compared to 14% for the Multi-Unit Residential. The final 2025 assessment property values confirms that the Commercial Sector increased approximately 40% and the Multi-Unit Residential increase was approximately 15.4%. These pronounced differences need to be addressed or the Commercial Sector will see a significant tax increase solely due to Reassessment which is contrary to the principle of revenue neutrality.

We will attend the April 15, 2025 Council meeting and our representative, Mr. Garry McKay, will present on our behalf.

Yours truly;

Kari Bryson

Managing Partner

Elk Ridge Resort

cc Garry McKay

R

ron.erikson@sasktel.net

To: You

Cc: anderson.barry525@gmail.com; trevor@bendigklassen.com

Wed 4/9/2025 9:51 PM

Good Evening Administrator Bonneau,

Thank you for providing the written instructions regarding "Notice - Matters on Council Agenda". We are requesting to be on the Agenda for the April 15, 2025 Resort Village Council Meeting.

1a. Delegation:

Ron Erikson (Spokesperson) ron.erikson@sasktel.net

Unit #8 Eagle View Villas

Mailing Address: 1106 Wright Way Saskatoon Sask. S7N4T6 Cellular 306 380-6967

Barry Anderson anderson.barry525@gmail.com

Unit # 7 Eagle View Villas Cellular 306 221-7589

Trevor Klassen; (Council to Ron & Barry) trevor@bendigklassen.com

Bendig Klassen Raas 201 - 1100 - 1st Ave. East Prince Albert Sask. S6V 2A7

Tel: 306 922-0212

1b. Telephone: 306 380-6967 Cellular - Ron Erikson

1c. Email request.

1d. Subject Matter: Utility Easements on Condominium Property Titles; Structure of Utility Assets

Request: i) To have all easements removed from Titles within the bare-land surface condominiums at Elk Ridge.
ii) Understandings to the assets and proper structure and set up of the Resort Village Utility.

Please confirm with me that this request is in Order as well as to the acceptance of this request to be on the Agenda. Please provide us with the time on April 15 that we are to appear before Council should we be given a place on the Agenda.

Regards,

Ron Erikson

#8 Eagle View Villas

Elk Ridge Resort

BENDIG KLASSEN RAAS

Barristers & Solicitors

GARTH V. BENDIG, *B.A., LL.B.*
TREVOR W. KLASSEN, *B.A., LL.B.*
NEIL C. RAAS, *B.A., Ad.C., LL.B.*
JOHN R. BURTON, *B.A. (Hons)*

201, 1100 – 1st Avenue East
Prince Albert, Saskatchewan, S6V 2A7
Tel: (306) 922-0212 Fax: (306) 922-2422
E-mail: trevor@bendigklassen.com

April 2, 2025

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

*Delivered via email:
infoelkridge@sasktel.net*

Dear Madams and Sirs:

Re: Utility Easement and Eagle View Villas

Thank you for your letter of March 19, 2025.

Upon review of the Asset Transfer Agreement, along with our knowledge of the structure and ownership of Elk Ridge Utility Ltd., it is apparent that the Resort Village owns the assets up to the property boundary of each condominium corporation but no further. The condo corporations continue to own the assets within each of their respective corporations and therefore, are responsible for maintenance of same. In the case of Eagle View Villas, they have properly managed their responsibility for such maintenance and each of these are adequately provided for in their Reserve Fund Study. Such responsibility encompasses assets such as sewer and water systems, grinder pumps, control panels, as well as all asphalt and concrete within the condominium property boundaries. These assets were not transferred to the Resort Village by Eagle View Villas nor by any of the other condominium corporations that owned an interest previously in the utility pursuant to the Unanimous Membership Agreement.

Due to the foregoing, there is no need whatsoever for the easement to have been registered. Furthermore, we do not accept the assertion of the rationale for the easements being to rectify a deficiency that should have been in place during development. As indicated by MLT Aikins LLP in the Asset Purchase Agreement (Schedule "B"), the easements are implied pursuant to Sections 30 and 31 of the *Condominium Property Act*. We are further familiar with the development and have first-hand knowledge of the intention of legal counsel who registered the condominium plans that no easements were required as they are implied. In addition, there is no need for an easement on condo property given the fact that easements are put in place for the grantee (the Resort Village in this case) to access property or equipment that they own on the grantor's property. In this matter, the Resort Village does not own any assets on any of the condo properties and certainly not on Eagle View Villas condo corporation. As you are aware, there are a number of other services that have been provided to the condo corps since the creation of Elk Ridge Resort (Sask Power, Sask Energy, and Sask Tel) and none have had any issue, we presume due to the fact that easements are

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implied. This is despite the fact that these entities actually do own assets on condo corporation properties.

On the basis of all of the above, it is our position that corrective action must be taken. While there have been certain mistakes made, and decisions made without proper authority, it is our intention to move forward on this matter with a view to ensuring the proper structure is in place for the future. To that end, we are prepared to meet with the Mayor and Council and would suggest that having a representative from each of the condo corporations present would be of assistance as well.

Please advise whether you are prepared to set up a meeting as requested. We look forward to hearing from you with regard to the above.

Yours truly,

BENDIG KLASSEN RAAS

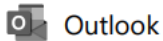
Per:



Trevor W. Klassen

TWK/cm

cc. margaretsmithwindsor@gmail.com
payton.hall10@gmail.com
archerrealestate1@gmail.com
dano.1@sasktel.net
russellaschwehr@gmail.com



Application for Subdivision

From len.hergottcaseih@sasktel.net <len.hergottcaseih@sasktel.net>

Date Mon 4/7/2025 3:46 PM

To infoelkridge@sasktel.net <infoelkridge@sasktel.net>

Good afternoon Michele,

In regard to the application for the subdivision of the church property and the RV park. We have discussed the water lines running through the church parking lot and the utility easement that would need to be registered. Council set forth, for discussion, a number of options regarding the municipal reserve requirement.

We have given consideration to all of the options that were presented. Although it has been discussed, to this point Routes2Sk has not implemented a lease rate for the property on which the post office boxes, the recycling and the refuse bins are located.

In lieu of a land swap or a monetary settlement, Routes2Sk is proposing the following:

- That Routes2Sk will lease, to the Resort Village, the above mentioned property for a 10 year lease period in lieu of a monetary settlement. This would equate to approximately \$500./yr.

Call me if you have any questions or would like to discuss further.

Regards,

Len Hergott

Routes2Sk

Money-in-Lieu for Municipal Reserve

When municipal reserve is required, it can be met by the physical dedication of land, money in place of land, deferral of dedication to a later date or through a combination of these options. Municipalities should review proposed designations with a critical lens to ensure the proposal is manageable and in the best interest of the public.

The collection of cash or money in lieu of municipal reserve land dedication is more common for industrial or commercial developments and low density rural subdivisions where public parks and recreational facilities associated with each subdivision may be impractical. When money in lieu of municipal reserve is collected, it can allow for investment in parks and recreation facilities that serve the wider community or region. Accepting money in lieu of land may be preferred in some cases to ensure an equitable distribution of parks and recreation facilities throughout a municipality. This requirement may be deferred for phased developments or when a master plan shows future dedication.

Subdivision approving authorities are responsible for determining an appropriate amount for money in lieu payments.

When money in lieu of municipal reserve land is preferred, the payment must equal the value of the land that would have been dedicated and is based on the intended use of the subdivision as outlined in section 187 of the Act. The subdivision approving authority has the responsibility to determine an appropriate amount of money in lieu. In cases where Community Planning is the approving authority, the municipality in which the subdivision is located and the applicant will be consulted about the value of the land that would have been dedicated.

Strategic and Operations Plan 2025-2029



Resort Village of Elk Ridge is a great place to live, work, visit and enjoy!

Resort Village of Elk Ridge

Strategic and Operations Plan 2025-2029

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Resort Village of Elk Ridge



Your Council

- Mayor Marg Smith-Windsor
- Councillor Russell Schwehr
- Councillor Jacqueline Archer
- Councillor Payton Hall
- Councillor Daniel Levesque

- CAO Michele Bonneau

Message from the Mayor & Council

On behalf of the Council, I am pleased to present the 2025 Strategic and Operations Plan for the Resort Village of Elk Ridge. This plan reflects our commitment to proactively planning and managing our assets, operations, good governance, sustainable growth and enhanced services while preserving the natural beauty that makes Elk Ridge a premier destination.

We want to continue to build a strong, vibrant community that continues to be a welcoming place for residents, visitors, and future generations.

We look forward to working together to make the Resort Village of Elk Ridge an even better place to live, work, visit, and enjoy.

Mayor Marg Smith-Windsor , Resort Village of Elk Ridge



Message from the CAO

Welcome to the 2025 Strategic and Operations Plan for the Resort Village of Elk Ridge. This plan represents Council's vision for the future, ensuring that our community remains a thriving, sustainable, and welcoming destination for residents and visitors alike.

Through strategic planning, responsible governance, and efficient operations, we are committed to enhancing municipal services and infrastructure while preserving the natural beauty that defines Elk Ridge. Collaboration with Council, residents, and stakeholders has been key in shaping our plan.

We look forward to working together to implement this.

Michele Bonneau . Chief Administrative Officer
Resort Village of Elk Ridge



Strategic Planning Process

In December of 2024, the Resort Village of Elk Ridge began the strategic planning process as an important step to meet the needs of our community members and prepare for our future.

Why Strategic Planning is important

- ◆ **Creates a roadmap**
Strategic planning provides a roadmap for achieving long-term goals.
- ◆ **Identifies opportunities**
Strategic planning helps businesses identify opportunities.
- ◆ **Reduces risks**
Strategic planning helps businesses mitigate risks.
- ◆ **Aligns resources**
Strategic planning helps align organizational resources, activities, and goals.
- ◆ **Shapes the future**
Strategic planning is a tool for shaping the future and creating momentum.
- ◆ **Prepares for new challenges**
Strategic planning helps businesses adapt to new challenges and oppor-

OUR VISION

Embracing successful practices in planning and development that ensure safe and sustainable Community growth for the Resort Village of Elk Ridge.



OUR MISSION

The mission of the Resort Village of Elk Ridge Council is to ensure the provision of quality municipal services that meet the needs of our community.

Resort Village of Elk Ridge

OUR VALUES

Approachable

Council is open and will take into consideration the views and interests of others when making decisions.

Service Excellence

We continually strive for excellence in the delivery of municipal services.

Leadership

We conduct municipal business in a sound and ethical manner while continually evaluating and anticipating current and future needs. Council is open and will take into consideration the views and interests of others when making decisions.

Communications

We strive to ensure open and transparent communication between Municipal residents, Council and our employees.

Transparency and Accountability

We commit to transparency, integrity, and responsiveness in our governance. We ensure that our decisions are made in the best interest of our community, fostering trust and engagement. We hold ourselves accountable to the citizens we serve, promoting ethical practices and open communication.

Environmental Responsibility

We aim to be responsible environmental stewards and minimize the impact of our actions on our local and regional landscape.

Regional Partner

We commit to working in partnership with local and regional neighbours for the betterment of the region.

Respectful

We honour the rights and beliefs of our Councilors, our staff and our community and commit to treating them with the highest degree of dignity and equality.

Recreation and Quality of Life

We are dedicated to ensuring the provision of healthy recreational and cultural opportunities for the community.

Community Safety and Well-being

We are dedicated to promoting a safe and secure community.

Fiscal Responsibility

We promote fiscal responsibility through transparent budgeting, prudent financial management, and accountable decision-making to ensure our community's sustainable growth and prosperity.



Strategic Direction #1

Proactive Planning / Asset Management

We will set the foundation for future Resort Village development by ensuring we undertake orderly and planned sustainable growth that aligns with our ratepayers' expectations and Council's vision proportionate to the community. We will take a planned approach to managing and investing in the Resort Village's infrastructure in a financially responsible manner.



Projects / Milestones

- ◆ To upgrade the water treatment plant and determine operational needs, including staffing requirements for the final project.
- ◆ Review/Re-develop a Water utility staff roles plan with potential integration into the public works service area.
- ◆ To determine the feasibility and opportunities to develop our own municipal office/ community centre.
- ◆ To develop an engineered municipal road repair plan for initial implementation in 2025.
- ◆ Develop OCP and Zoning Bylaw.
- ◆ Develop Asset Management Plan (see Municipal Road repair plan project)
- ◆ To develop a conceptual plan and preliminary estimates for developing walking paths within the RV and connector to the National Park.
- ◆ To investigate the impact of the water plant upgrade on the lagoon capacity.

Strategic Direction #2

Governance And Operational Excellence

A responsive and accessible government is paramount to building public trust. We will continue building on that trust through the Resort Village's communications, transparent engagement, customer service experiences, and feedback. Council and staff will serve our community through prudent financial management, effective public policy and transparent decision-making. We will focus on internal systems and processes that support effective and efficient service delivery.



Projects / Milestones

- ◆ To develop and undertake a needs assessment regarding the development and delivery of municipal services and resourcing those services.
- ◆ To investigate the formalization of a partnership/ agreement with the Ministry of Environment, mutual aid partners and the National Park for wildfire mitigation. This would include developing a wildfire mitigation plan with the appropriate players (Sask Public Safety Agency).
- ◆ To develop a RVER Emergency Measures Plan, including the appointment of an Emergency Coordinator. Consider a community secondary exit plan with appropriate agreements with Condo Corps.
- ◆ To develop a RVER visual image policy, including developing a logo. (2025 budget)
- ◆ To develop a signage plan and determine if any changes need to be made to our traffic bylaw.
- ◆ To undertake a detailed Council Governance and Operations /Orientation session.
- ◆ To review the current water meter reading system to recognize that we have seasonal residents and some properties are not accessible to obtain current water meter readings.
- ◆ Review the feasibility of establishing a volunteer fire department.

The Resort Village of Elk Ridge was established in January of 2022. The premier all-season resort community is nestled in the Northern Boreal Forest, 50 minutes north of Prince Albert on the doorstep of the Prince Albert National Park and home of Saskatchewan's premier all season Resort. The municipality originated with the vision and determination of Resort Founder and Entrepreneur Arne Petersen in the early 1990's.

The Resort Village of Elk Ridge offers the beauty of the boreal forest with urban services including sewer and water, paved roads, power, natural gas, telephone and internet. Whether your wanting to visit, own a dream vacation property or a retirement home, the Elk Ridge community has options to suit your needs.



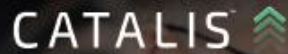
Resort Village of Elk Ridge

211C Arne Peterson Way
Elk Ridge, Saskatchewan
S0J 0N0

Ph 306.940.9052

infoelkridge@sasktel.net

www.resortvillageofelkridge.ca



Meeting Management

Meeting Management is the most user-friendly meeting and document management system available for public administrators. The easy-to-use interface makes the application great for the most novice user while providing advanced features such as interactive document management, task tracking, and complete meeting management features.



Agenda Manager

Create electronic agenda packages that eliminate the need to create paper packages.



Automated Minutes

Your minutes are created in seconds and can be easily embedded on your municipal website.



Automated Scheduling

A centralized scheduling system that syncs with a user's Microsoft Outlook or iCloud calendar.



Remote

Municipal staff and elected officials can access their information from any location.



Project and Issue Tracking

Keep track of important projects and enable others to access and share information.



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Quote

1. Fee Summary

Software Subscription Fees for Year 1 Total: \$4,000
 Professional Services One-time Fees Total: \$3,000
 Total Year 1 cost: \$7,000

Fee details for these totals are in the tables below. All the fees below are exclusive of taxes.

2. Software Subscription Fees

Standalone Pricing				
	Year 1	Year 2	Year 3	Year 4
Meeting Management				
Annual Subscription	\$4,000.00	\$4,240.00	\$4,494.40	\$4,764.06

The standard contract term is for 4 years. The annual subscription fee increases by 6% per year.

3. One-Time Professional Services Fees

Meeting Management	
Implementation	\$3,000.00
Total One-Time Services Fees	\$3,000.00

MEETING MANAGEMENT IMPLEMENTATION INCLUDES:	
Set-up of last 6 months of meeting agendas for regular Council meetings (no minutes)	Inc.
1 year of documents imported from previous system council meeting packages (PDF format)	Inc.
6 hours of training (2 hours agenda setup, 4 hours managing meetings)	Inc.
Minutes will be added as part of the training	Inc.


If you would like to move forward with purchasing a Subscription, please reach out to your Catalis Representative for an Order Form.

<https://catalisgov.com/solutions/citizen-engagement/meeting-management-2/>

DECISION ITEM


Subject	UMAAS Convention 2025
Council Meeting Date Presented:	April 15, 2025
Agenda Item:	9.3
Prepared By:	Michele Bonneau

BACKGROUND:



HOME WHO WE ARE ▾ MEMBERSHIP ▾ BOARD OF EXAMINERS ▾ NEWS & EVENTS ▾ RESOURCES ▾ Q

2025 UMAAS CONVENTION



**2025
UMAAS CONVENTION**

**MARK YOUR
CALENDAR!**

JUNE 3 - 6, 2025
TRAVELODGE BY
WYNDHAM
SASKATOON

PLEASE STAY TUNED FOR MORE UPDATES!
IT'S OUR 70TH YEAR! COME AND JOIN US!

[Click here for Updated 2025 Convention Agenda](#)

We are excited to invite you to the **2025 UMAAS Convention**, a significant milestone in our association's history! This year's theme, **70 Years Strong: "Unity, Growth, and Vision,"** highlights the collective strength, forward-thinking progress, and shared purpose that have defined UMAAS over the years.

The convention will be held at the **Travelodge by Wyndham Saskatoon** from **June 3 to 6, 2025**. It will be a fantastic opportunity to connect with fellow members, celebrate our successes, and engage in insightful discussions that will help shape the future of UMAAS.

Key Details:
Theme: Unity, Growth, and Vision
Dates: June 3-6, 2025
Location: Travelodge by Wyndham Saskatoon (106 Circle Drive, Saskatoon SK)

Deadline of Registration: April 17, 2025

Please use this link to register: <https://forms.gle/1G49Snpyv1zRbWYp6>. Please secure your spot and ensure that you don't miss out on this memorable event. Attached is the **tentative** agenda for more information about our speakers and activities.

We also offer networking activities on Thursday afternoon, June 5, 2025. You can either join the:

- Administrators on the Go Tour at Manitou Springs Resort and Mineral Spa** for \$105 (Please use this link to register: <https://forms.gle/ZHAnhRmYiQujuN1q8>)
- Texas Scramble Golf Tournament at Valley Regional Park and Golf Course in Rosthern** for \$105 (Please use this link to register: <https://forms.gle/cLL1pDPZxvkMD7bi8>)

Estimated Cost:

Registration: \$210.00 + \$105.00 = \$315.00

Hotel: \$127.20 per night x 3 + fees & taxes = \$503.30

Mileage: 221 km x 2 x \$0.68 = \$300.56

Meals: 2 suppers, 2 lunches = 2 x 23 + 2 x 18 = \$82.00

Total Estimated cost: \$1200.86

RECOMMENDATION:

Resort Village of Elk Ridge approve the costs of the CAO to attend the UMAAS Convention on June 3-6, 2025.

Respectfully Submitted by: Michele Bonneau, CAO

Job Description

Manager, Public Works and Utilities

Resort Village of Elk Ridge

Role Summary

Under the direction of the Chief Administrative Officer (“CAO”), the Public Works Manager is accountable for the physical assets of the Resort Village, as well as planning, organizing, and directing Resort Village Public Works and Utilities operational staff and programs. Areas of responsibility include but are not limited to the operations, maintenance and repair of water works and sewage works, maintenance and repair of roads, zoning and development, land improvements, waste management, and drainage (Emergency Management?). The annual operating budget Public Works and Utilities functions is between \$150,000 and \$250,000 per year. Capital and asset renewal projects typically range between \$50,000 and \$2 million.

Key Accountabilities

- Ensuring safety, quality, reliability and sustainability of all physical assets as well as all Public Works services and operations.
- Ensures conformance to applicable laws and regulations, as well as Resort Village bylaws, policies, processes, standards, procedures and budgets.
- Establishing and continually improving Public Works and Utilities programs, processes and procedures.
- Ensure health and safety of workers, contractors and the public, including assuring training and competence. Stopping any municipal work in the event that inefficient, ineffective, damage or safety related situations occur.
- Ensuring operational issues, hazards and risks are identified, address or mitigated in a timely manner.

Responsibilities

- Lead, manage and develop an initiative-taking and competent, customer service-oriented workforce.
- Oversee and supervise day-to-day Public Works and Utility operations, resolving any abnormal operating events or upsets, in a safe and timely manner.
- Proactively identify and inspect for hazards and risks, implementing mitigations for, high-consequence events in a timely manner.

- Lead and manage the annual and long-term planning and budgeting of infrastructure maintenance, renewal and expansion projects. Assist in the development of specifications and plans, calling of tenders, as required. Supervise engineering, construction, maintenance and demolition work.
- Install and maintain an effective and efficient Work Management System for public works tasks and projects.
- Develop, implement and continually improve Public Works and Utilities operating manuals, programs, procedures and training programs.
- Attend Council, Committee and Public Meetings as needed, providing best practice and technical advice for all areas of responsibility. Provide information as prescribed and communicate emerging issues, risks and opportunities, in a timely manner.
- Perform other duties and tasks as assigned by the Chief Administrative Officer.

Working Relationships

- Reports to the Resort Village Chief Administration Officer.
- Direct reports include Utility Superintendent, Waste Management Services, and Public Works and Utility contractors, as required.
- Liaise with municipal and regulatory authorities, as assigned.
- Collaborates with respect and professionalism at all times, with subordinates and superiors, as well as citizens, contractors, co-workers, and members of Council.

Qualifications

- Completion of grade 12 or equivalent. Post-secondary degree or certification in engineering or construction, considered an asset.
- Minimum of 2 years related experience in public works and utilities or a related asset management field with a minimum of 3 years' experience in a management or supervisory role.
- Valid standard First/Aid CPR and WHMIS certificates.
- Safety training in Ground Disturbance, Confined Space Entry and Rescue, Electrical Safety, Supervisor Safety, Working at Heights, Emergency Management, considered an asset.
- Valid Class 5 driver's licence
- Proficient with MS 365 computer applications

- Level I water treatment, water distribution, wastewater collection, wastewater treatment exams successfully completed, and demonstrated progress to certification. (See EPB 144 “The Water & Wastewater Operator Certification Program Guide”). Level II certification considered an asset.
- Background in long-range planning and budgeting for asset intensive operations.
- with strong working knowledge of the theory, principles, practices and techniques of public works, asset management, engineering, operations and maintenance functions.
- Working knowledge of all applicable federal, provincial and local laws, codes and regulations governing the administration of public works and public utilities functions and activities. (i.e. applicable components of Public Health Act, Environmental Protection Act, Water and Sewage Regulations, Plumbing Regulations, Occupational Health and Safety Regulations, Water Security Act, WSA Land Control Requirements for Drainage, Municipalities Act, and Land Improvement Act).
- Affiliation with the Saskatchewan Chapter of Public Works Assoc. considered an asset.
- Familiarity with the operation and maintenance of heavy equipment and maintenance type vehicles and equipment.
- Familiar with “make” and “buy” analysis and procurement principles, considered an asset.
- Experience in contract management and contract risk management, considered an asset.
- Ability to develop and maintain sound operation systems, policies, and procedures.



April 16, 2025

Elk Ridge Resort
Box 13
Waskesiu, SK S0J 2Y0

RE: Elk Ridge Permit for May 17 & 18, 2025 - BRC Event

Please accept this letter as confirmation that the Resort Village of Elk Ridge is aware of the PBR Event scheduled for May 18 & 19, 2024 hosted by the Elk Ridge Resort.

The Resort Village of Elk Ridge has no issue with Elk Ridge Resort acquiring a liquor permit for this event.

Feel free to contact me if you need anything further pertaining to this correspondence.

Sincerely,

Michele Bonneau
CAO

Elk Ridge Utility March/ April 2025 Report

Operations:

- Terri will be away April 18th to May 9th , EPO has been notified, signing off officer will be Josh Buniak for week of April 26 and week of May 3rd.

Capitol Projects:

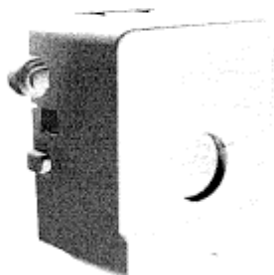
- Quote for Automatic meter reading area Estates estimate 70 units actual 65 homes 5 extra for new builds
Command Link, the tablet, software approx.: 7650.00
Each reader cost per home is: 262.61
This quote is from Feb 13th/25.
April 8th Russell has asked for another quote as the tariffs have since been in place.

Budget:

New Business:

Standing:

- Lagoon area clean up. Resort must finish cleaning up and private tenant is unresolved to present date, WSA inspection is spring 2025
- Updated Water Quality/Quality Control Policy with the Village



SmartPoint 510M

Non-Pit Set Module

The SmartPoint® 510M Non-Pit Set Module is a radio transceiver that provides water utilities inbound and outbound access to water measurement and ancillary device diagnostics via radio signal. The SmartPoint 510M Module is designed for non-submersible/non-pit installations.

TouchCoupler Design

The SmartPoint 510M Module utilizes TouchCoupler, the patented Sensus inductive coupling communication platform, to interface with the encoded meter. With TouchCoupler, the SmartPoint 510M Module can connect to the meter using existing two-wire AMR installations instead of requiring utilities to access the home to install a new three-wire system. This results in a fast, efficient and reliable connection at minimal cost.

BENEFITS

- Easily receives input from either walk-by/drive-by or fixed-base collection device
- Controls both deployment and lifetime operation costs
- Compact installation that saves time, space and money without reducing system performance
- Delivers a fast, efficient, reliable connection at minimal cost
- Minimizes new infrastructure investment
- Enables effective leak detection

Operation

With its migratable, two-way communication ability, the M-Series SmartPoint functions as a walk-by/drive-by endpoint, fixed-base endpoint, or combination of the two. This flexibility increases utility data collection capabilities and streamlines operations. The SmartPoint 510M Module receives input from the meter register and remotely sends data to a walk-by/drive-by or fixed-base collection device. The SmartPoint 510M Module easily migrates from walk-by/drive-by to fixed base by simply installing a Base Station.

In walk-by/drive-by mode, the SmartPoint 510M Module collects data and awaits an activation signal from the Vehicle Gateway Basestation (VGB) or Hand-Held Device (HHD). Upon signal receipt, it transmits readings, the meter identification number and any alarms.

As a fixed-base endpoint, the SmartPoint 510M Module interacts with one or more strategically placed Base Stations located in the utility service area. Top of the hour readings and other diagnostics are instantly forwarded to the Regional Network Interface (RNI)™ at time of transmission. The FlexNet® communication network provides unmatched reliability by using expansive tower receiver coverage of metering end points, data/message redundancy, failover backup provisions and operation on FCC primary use (unshared) RF spectrum.

Powerful Transmission, Flexible Platform

The SmartPoint® 510M Non-Pit Set Module offers several advantages that control both deployment and lifetime operation costs. Its powerful, industry leading two watt transmitter broadcasts over large distances and minimizes collection infrastructure. And after the SmartPoint 510M Module is installed, its migratable, two-way system platform can be updated without requiring personnel to visit each meter and/or inconveniencing customers.

SmartPoint 510M

Non-Pit Set Module

Additional SmartPoint 510M Module Features

The SmartPoint 510M Module obtains hourly readings and can monitor continuous flow over a programmable period of time, alerting the utility to leak conditions. In addition, the SmartPoint 510M Module stores up to 840 consumption intervals (35 days of hourly consumption), providing the utility with the ability to

extract detailed usage profiles for consumer information and dispute resolution. The SmartPoint 510M Module also incorporates a two-port design, allowing the utility to connect multiple registers and ancillary devices (such as acoustic monitoring) to a single SmartPoint. This results in a compact installation that saves time, space and money - without reducing system performance.

SPECIFICATIONS

Service	Wall mounted (non-pit/non-submersible) installation interfacing the utility meter to the Sensus FlexNet system.
Physical characteristics	Width: 5 9/16" x Height: 5 1/2" x Depth: 3"
Weight	1.13 lbs/18.08 oz
Color	Tan
Frequency range	900 - 950 MHz, 8000 channels X 6.25 kHz steps
Modulation	Proprietary Narrow Band
Memory	Non-Volatile
Power	Lithium Thionyl Chloride batteries
Approvals	US: FCC CFR 47: Part 24D, Part 101C, Part 15 Licensed operation Canada: Industry Canada (IC) RSS-134, RSS-119
Operating temperature	- 22° F to +185° F - 30° C to + 85° C
Options	Dual or single port availability; TouchCoupler only, wired only
Installation environment	The 510M is designed for side-of-home applications where it is not subject to submergence.
Compatibility	TouchCoupler and Wired Version: Sensus Encoder Registers, Badger ADE water registers, Master Meter AccuLink, and Hersey Translator (approved TR/PL Lead) Wired Version Only: Elster Encoder (Sensus protocol), Neptune ARB VI (ProRead), Hersey Translator, Zinner PMN Niro G1, McCrometer flowcom FC100-00M, and Kamstrup FowlQ 2100 Refer to the 510M/520M SmartPoint® Module Water Meter and Ancillaries Compatibility Quick Guide for the latest compatibility information.
Warranty	20 years - Based on six transmissions per day. Refer to Sensus G-500 for warranty.



Xylem.com | Sensus.com

SENSUS | 637 Davis Drive | Morrisville, NC 27560 | 800.638.3748

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Benefits to you:

- Improves operational efficiency and customer service
- Reduces non-revenue water with flow registering as low as 0.03 gpm (0.007m3/hr)
- Reduces maintenance and cost
- Installs horizontally, vertically, or diagonally
- Allows remote management, monitoring and diagnosis
- Collects and logs system and customer data for up to 120 days

Available sizes will include: 5/8", 5/8" x 3/4", 3/4" and 1".



WSR-1002-01

From: Kai Ahlawat
Sent: Wednesday, February 12, 2025 10:11 PM
To: utilitymanager@hotmail.com
Subject: Quotes and Info

Hi Russel,

My apologies for getting this to you so late.

Please find attached a breakdown of the cost.

If you have autoread already then we just need to go an upgrade. If not then it will be an install of the software on a computer in your office.

CATEGORY	QUANTITY	PRICE
Command Link	1	1393.69
Android Tablet	1	500
510M Touchcoupler Radio \$262.61	250	65652.5
Auto Read	1	5747.26
TOTAL		73293.45

Kai Ahlawat
Western Regional Account Manager, Smart Water Solutions
KTI Limited / Sensus Canada
Vancouver, BC
C: (604) 809-1247
Email kai.ahlawat@ktilimited.ca | www.ktild.on.ca



SENSUS
a xylem brand



Waterworks Quality Assurance & Control Policy

Policy Name:	Waterworks QA/QC Policy	Effective Date:	
Policy Number:	2024-UT-001	Approval Date:	June 20, 2024
Policy Area:		Council Resolution Number:	2024-136
Policy Section:			
No. of Pages:	5	Replaces Policy:	

1) WATERWORKS POLICY STATEMENT

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

2) APPLICATION

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

3) DEFINITIONS

- Act** means The *Environmental Management and Protection Act* of Saskatchewan
- Administration** means the office of the Chief Administrative Officer, inclusive of workers and contractors.
- Chief Administrative Officer (“CAO”)** means the Chief Administrative Officer of the Resort Village of Elk Ridge.
- Regulations** means *The Waterworks and Sewage Works Regulations*.
- Resort Village** means *The Resort Village of Elk Ridge*.
- Program** means the compilation of all policies, documents, plans and records related to the Resort Village of Elk Ridge’s Drinking Water Quality Management System.
- Sewage Works** means the same as *Sewage Works* as it is defined in the Act.
- Waterworks** means the same as *Waterworks* as it is defined in the Act.

4) GENERAL RESPONSIBILITIES

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

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

5) REQUIREMENTS OF THE DRINKING WATER QUALITY MANAGEMENT SYSTEM

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

- a) Organizational Chart. An organizational chart shall be available illustrating roles and the reporting structure for the Resort Village and Public Works and Utilities department.
- b) Roles and Responsibilities. The specific waterworks and sewage works responsibilities for Mayor, Council, and each of the committees and organizational roles shall be provided. The list of names and contact information shall be made readily available to the public.
- c) Knowledge and Training. Professional development, training and certification of Certified Operators shall be implemented and maintained as prescribed by the *Saskatchewan Operator Certification Board*.

- d) The Operations and Maintenance Protocols. The operational and maintenance protocols for the community waterworks will be established and will be performed in accordance with the standard operating procedures of the waterworks industry.
 - i) The protocols should include but is not limited to listing and description of key infrastructure and equipment, system design capacity, range of operations, chemical feed frequencies, metering and recording frequencies, inspection and cleaning frequencies, and testing frequencies.
- e) Water Quality Monitoring. Water quality monitoring shall be performed in accordance with those specified in the water rights licences and operating permits, Regulations and any order issued by Water Security Agency (“WSA”). Quality monitoring requirements include, but are not limited to the following:
 - i) performing daily free chlorine residual monitoring of drinking water entering the distribution system and turbidity monitoring at each filter as required by regulation, permit or ministers order issued by WSA.
 - ii) all required drinking water quality monitoring samples, other than samples for chlorine residual, turbidity or pH will be sent to and analyzed by an accredited laboratory.
- f) Operational Monitoring. Operational monitoring shall include all operational measures and processes in accordance with those prescribed or recommended by the EPO, professional engineer, or technical authority.
- g) Water Quality Reporting. Water quality reporting shall be performed in conducted in accordance with those specified in the water rights licences and operating permits, Regulations and any order issued by Water Security Agency (“WSA”). Reporting requirements include, but are not limited to the following:
 - i) The Environmental Project Officer (EPO) responsible for regulation of the waterworks will be advised of any failure to meet a free-chlorine residual of at least 0.1 mg/L for water entering the distribution system as well as any exceedance of turbidity levels as required by operational permit, ministers order or regulatory requirement.
 - ii) The EPO will be advised of any positive bacteriological sample result as well as any exceedance of other water quality standards as determined through sampling and analysis for other substances as required by permit or minister’s order.
 - iii) The EPO will of any failure of the disinfection system or any other upset to the water treatment process, operation or distribution system concern in accordance with good practice or the emergency response plan and or technical action plans for the waterworks.
- h) Record Keeping Responsibility. Operational records and logs shall be kept and maintained by the **Utility Superintendent** be written kept in accordance with the requirement of the Regulations.

i) Operational Logs and Records. Operational logs and records will be recorded and maintained in the following manner:

- i) operational records or logs must be made in chronological order, with the dates, times and testing locations clearly indicated;
- ii) entries in an operational record or log will only be made by the permittee or person specifically appointed by the permittee;
- iii) persons making an entry in an operational record or log shall do so in a manner that allows the person to be unambiguously identified as the maker of the entry;
- iv) operational records or logs must be maintained for at least five years;
- v) any anomalies or instances of missing entries in an operational record or log must be accompanied by explanatory notes;
- vi) operational records or logs must only contain data or information that is actually observed or produced;
- vii) operational records or logs must not contain default values generated manually or by automated means;
- viii) operational records or logs maintained in accordance with the above requirements must be made available promptly on request of the Minister of Environment or a representative of the Minister.

j) Information Requirements. Operational logs and records shall include the following information:

- i) total water pumped into the distribution system on a daily basis, or the total raw water used;
- ii) the types, dosages and total amounts of chemicals applied to the water for treatment;
- iii) locations from which samples for any tests conducted by the permittee of the waterworks were taken in accordance with the permittee's permit and the name of the person who conducted the sampling or testing and the results of those tests;
- iv) any departures from normal operating procedures that may have occurred and the time and date that they occurred;
- v) any instructions that were given during operation of the waterworks to depart from normal operating practices and the name of the person who gave the instructions;
- vi) any upset condition or bypass condition, the time and date of the upset condition or bypass condition and measures taken to notify others and resolve the upset

condition or bypass condition;

vii) any condition of low disinfectant levels, the time, date and location of occurrence and measures taken to restore disinfectant levels to required values;

viii) the dates and results of calibrating any metering equipment and testing instruments; and

ix) the dates and types of maintenance performed on equipment and any actions taken to ensure the normal operations of the waterworks.

k) Review Responsibilities and Requirements. Operational logs and records shall be reviewed by the **Utility Superintendent and Public Works and Utilities Committee** on a monthly basis.

i) If the review of the records or logs indicates that the quality of water from the waterworks has been adversely affected, the findings will be reported to the Water Security Agency as soon as reasonably practical.

l) Annual Notice to Consumers. The Resort Village shall develop and make publicly available an Annual Notice of Water Quality to Consumers for the past two years. This notice shall be inclusive of all requirements stated in section 42 of the Regulations.

m) Annual Compliance Inspection Reports. The Resort Village shall make publicly available the Annual Waterworks and Sewage Work Compliance Inspection reports for the past two years.

n) Emergency Response Plan. The Resort Village Emergency Response Plan shall be inclusive of the standards and guidelines Waterworks Emergency Response Planning Standard EPB 540.

6) CONFLICTS BETWEEN POLICY, PROGRAM and REGULATIONS

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

7) REQUIREMENTS FOR REVIEW AND ASSESSMENT

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

b) The Water Quality Management Program shall be independently assessed for adequacy, effectiveness and conformance no later than 12 months after a Resort Village election.

c) The Water Quality Management Program shall be reviewed annually by Administration and the Public Works and Utilities Committee for its adequacy, effectiveness and conformance. The results of the review shall be reported to Council at least 1 month prior to approval of the annual budget.

<END>

ADMINISTRATORS'S REPORT - April 15, 2025

<u>Date</u>	<u>ADMINISTRATION HIGHLIGHTS:</u>
	- Utility bills sent out (March 31, 2025)
	- residents were generally very helpful in providing readings as requested.
	- I agreed to help Terri with getting the readings in the Estates
	- I strongly recommend a remote reading system be purchased for the Estates before Dec.
	- Preparation of Assessment Roll - open to the public until June 3, 2025
	- residents can go on SAMA view to review any assessment in our community
<u>Date</u>	<u>MINUTES FOLLOW UP</u>
	- I have provided a quote for Meeting Management by Catalis - It is used by the District of Lakeland and Candle Lake.
	- Emergency Management Plan - Leslie Tuchek - work in progress
<u>Date</u>	<u>OFFICE NOTES</u>
	- Office hours Tuesday - Thursday (8:00 am - 4:00 pm)
<u>Date</u>	<u>HR/Personell NOTES</u>
	- Terri - holidays April 18 - May 9, 2025
	Office Inspection - April 25, 2025 (Sandra MacArthur)
<u>Date</u>	<u>GRANT UPDATES/UPCOMING</u>
-	
	- Did not complete Lagoon Expansion CHIF application or SGI for signage.
<u>Date</u>	<u>RATEPAYER CONCERNS</u>
	- concerns raised over the registration of easements with ISC

Report Date
2025-04-11 2:07 PM

RESORT VILLAGE OF ELK RIDGE
Water & Sewer Utility
For the Period Ending April 30, 2025

Page 1

	Current	Year To Date	Budget	Variance	%
Revenues					
Fees & Charges					
440-110-100 - Water - Residential		69,236.19		69,236.19	
440-130-100 - Water - Commercial		23,731.42		23,731.42	
440-190-900 - Water - Other Revenue		13,759.45		13,759.45	
440-200-100 - Sewer - Residential		1,755.28		1,755.28	
Investment Income and Commissions					
470-100-200 - Interest Revenue - Utility		1,594.91		1,594.91	
Total Revenues:	0.00	110,077.25	0.00	110,077.25	0.00
Expenditures					
Water & Sewer Expenditures					
580-110-120 - UT - Water - Salaries - Operators	3,739.99	29,953.05		(29,953.05)	
580-120-120 - UT - Water - Benefits - Operators	1,277.66	8,308.60		(8,308.60)	
580-200-110 - UT - Water - Legal Fees		1,261.56		(1,261.56)	
580-200-120 - UT - Water - CS - Engineering		7,250.00		(7,250.00)	
580-200-130 - UT - Water - CS - Audit/Accounting		9,646.00		(9,646.00)	
580-220-100 - UT - Water - CS - Licenses & Permits		175.03		(175.03)	
580-230-100 - UT - Water - CS - Mileage		945.51		(945.51)	
580-290-100 - UT - Water - CS - Laboratory Testing		965.90		(965.90)	
580-300-110 - UT - Water - Heat		830.54		(830.54)	
580-300-120 - UT - Water - Power		2,656.52		(2,656.52)	
580-300-140 - UT - Water - Telephone		282.78		(282.78)	
580-430-130 - UT - Water - Matis & Suppl - WTP		5,740.06		(5,740.06)	
580-450-100 - UT - Water - Chemicals		2,052.70		(2,052.70)	
585-285-110 - UT - Sewer - Cont Repairs - Lift Station		790.00		(790.00)	
585-440-100 - UT - Sewer - Shop Supplies		43.67		(43.67)	
Total Expenditures:	5,017.65	70,901.92	0.00	(70,901.92)	0.00
Change in Net Financial Assets	(5,017.65)	39,175.33	0.00	39,175.33	0.00
Operating Surplus/Deficit (Chg in Net Asst)	(5,017.65)	39,175.33	0.00	39,175.33	0.00

Report Date
2025-04-11 1:26 PM

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending March 31, 2025

Page 1

	Current	Year To Date	Budget	Prior Year Actual
REVENUES				
TAXATION				
Municipal Taxes				
410-130-100 - Discount on Municipal Tax - Property		(1,655.56)		(1,188.03)
	0.00	(1,655.56)	0.00	(1,188.03)
Penalties on Tax Arrears				
410-400-210 - Penalty on Mun Taxes Arrears - Property	47.06	160.09		367.33
	47.06	160.09	0.00	367.33
TOTAL TAXATION:	47.06	(1,495.47)	0.00	(820.70)
FEES AND CHARGES				
Other				
Tax Certificate				
420-800-100 - F&C - Tax Certificate	25.00	75.00		100.00
	25.00	75.00	0.00	100.00
	25.00	75.00	0.00	100.00
TOTAL FEES AND CHARGES:	25.00	75.00	0.00	100.00
UTILITIES				
Water				
440-110-100 - Water - Residential	69,495.80	69,236.19		
440-130-100 - Water - Commercial	23,731.42	23,731.42		
440-190-900 - Water - Other Revenue	13,759.45	13,759.45		
	106,986.67	106,727.06	0.00	0.00
Sewer				
440-200-100 - Sewer - Residential	1,761.53	1,755.28		
	1,761.53	1,755.28	0.00	0.00
TOTAL UTILITIES:	108,748.20	108,482.34	0.00	0.00
CONDITIONAL GRANTS				
Federal				
450-240-100 - Conditional - Federal - CCBF	4,026.00	8,052.00		
	4,026.00	8,052.00	0.00	0.00
Local				
450-400-100 - Conditional - Local - MMSW		462.99		448.35
	0.00	462.99	0.00	448.35
TOTAL CONDITIONAL GRANTS:	4,026.00	8,514.99	0.00	448.35
INVESTMENT INCOME AND COMMISSIONS				
Investment and Income Revenue				
470-100-100 - Interest Revenue - General	766.64	2,514.34		
470-100-200 - Interest Revenue - Utility	506.05	1,594.91		

Report Date
2025-04-11 1:26 PM

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending March 31, 2025

Page 2

	Current	Year To Date	Budget	Prior Year Actual
	1,272.69	4,109.25	0.00	0.00
TOTAL INVESTMENT INCOME AND COMMISSIONS:	1,272.69	4,109.25	0.00	0.00
TOTAL REVENUES:	114,118.95	119,686.11	0.00	(272.35)

Report Date
2025-04-11 1:26 PM

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending March 31, 2025

Page 3

	Current	Year To Date	Budget	Prior Year Actual
EXPENDITURES				
GENERAL GOVERNMENT SERVICES				
Wages & Benefits				
Wages				
510-110-110 - GG - Council - Indemnity	1,537.50	4,275.00		3,350.00
	1,537.50	4,275.00	0.00	3,350.00
510-110-230 - GG - Wages - Administrator	4,183.20	11,695.07		7,182.09
	5,720.70	15,970.07	0.00	10,532.09
Benefits				
510-120-110 - GG - Council - Payroll Benefits	22.81	63.85		
	22.81	63.85	0.00	0.00
510-120-230 - GG - Benefits - Administration	666.06	1,858.85		1,124.93
510-130-230 - GG - Benefits - Group Insurance	389.92	597.20		
	1,078.79	2,519.90	0.00	1,124.93
	6,799.49	18,489.97	0.00	11,657.02
Professional/Contract Services				
510-200-110 - GG - Cont. - Legal	756.00	756.00		
510-200-130 - GG - Cont. - Audit/Accounting				390.00
510-200-150 - GG - Cont. - Assessment - SAMA		5,984.00		5,655.00
510-200-170 - GG - Cont. - Advertising		410.03		
510-200-190 - GG - Cont. - Office Rent	500.00	1,500.00		1,500.00
510-210-120 - GG - Cont. - Council - Mileage				80.30
510-210-150 - GG - Cont. - Council - Workshops/Meeting	8,450.30	8,650.30		
510-210-160 - GG - Cont. - Admin Mileage		80.30		84.32
510-230-100 - GG - Cont. - Insurance - General & Bond		22,880.00		2,139.00
510-240-100 - GG - Cont. - Memberships & Subscriptions	479.97	1,178.57		1,162.87
510-250-150 - GG - Cont. - Software/Hardware Contracts	395.37	1,186.11		1,247.59
510-280-100 - GG - Cont. - Printer Lease/Copies				207.60
510-280-150 - GG - Cont. - Mentoring		1,573.13		1,982.65
510-280-170 - GG - Cont. - Assessment Appeals				472.50
510-290-100 - GG - Cont. - Bank Charges	20.75	87.75		118.00
	10,602.39	44,266.19	0.00	15,039.83
Utilities				
510-300-140 - GG - Utility - Internet				62.98
510-300-141 - GG - Utility - Cell Phone	46.80	287.90		269.13
	46.80	287.90	0.00	332.11
Maintenance, Material and Supplies				
510-400-110 - GG - M&S - Postage		124.00		
510-410-140 - GG - M&S - Office Supplies	82.67	82.67		4.43
510-440-100 - GG - M&S - Data Processing Supplies		63.60		
	82.67	270.27	0.00	4.43
Other				
510-900-110 - GG - Other	14.00	57.01		
	14.00	57.01	0.00	0.00
TOTAL GENERAL GOVERNMENT SERVICES:	17,545.35	63,371.34	0.00	27,033.39

Report Date
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Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending March 31, 2025

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	Current	Year To Date	Budget	Prior Year Actual
PROTECTIVE SERVICES				
FIRE PROTECTION				
Professional/Contractual Services				
525-210-210 - PS Fire Dispatch Services				186.90
525-260-100 - PS - Fire - Contract Other		178.00		
	0.00	178.00	0.00	186.90
TOTAL FIRE PROTECTION:	0.00	178.00	0.00	186.90
TOTAL PROTECTIVE SERVICES:	0.00	178.00	0.00	186.90
TRANSPORTATION SERVICES				
MAINTENANCE				
Professional/Contractual Services				
530-210-130 - TS - Contract - Snow Removal	1,381.60	9,404.56		3,319.99
	1,381.60	9,404.56	0.00	3,319.99
Utilities				
530-300-110 - TS - Utility - Heat	99.76	362.95		433.01
530-300-120 - TS - Utility - Power				551.56
530-310-100 - TS - Utility - Power - Street Lights		1,711.47		2,554.04
	99.76	2,074.42	0.00	3,538.61
TOTAL MAINTENANCE:	1,481.36	11,478.98	0.00	6,858.60
TOTAL TRANSPORTATION SERVICES:	1,481.36	11,478.98	0.00	6,858.60
ENVIRONMENTAL SERVICES				
Professional/Contractual Services				
540-200-110 - EH&W - Cont. - Waste Collection/Disposal	361.05	1,265.85		1,049.09
540-200-120 - EH&W - Cont. - Recycle Contract	451.20	1,741.90		1,289.10
540-210-300 - EH&W - Cont. - Other Services				8,995.00
540-210-310 - EH&W - Cont. - Waste Bin Monitoring	200.00	600.00		525.00
	1,012.25	3,607.75	0.00	11,858.19
TOTAL ENVIRONMENTAL SERVICES:	1,012.25	3,607.75	0.00	11,858.19
RECREATION AND CULTURAL SERVICES				
Grants and Contributions				
570-500-120 - R&C - Grants - Community Rec Initiative		12,000.00		
	0.00	12,000.00	0.00	0.00
TOTAL RECREATION AND CULTURAL SERVICES:	0.00	12,000.00	0.00	0.00
TOTAL EXPENDITURES:	20,038.96	90,636.07	0.00	45,937.08
CHANGE IN NET-FINANCIAL ASSETS				
Revenues	114,118.95	119,686.11	0.00	(272.35)
Expenditures	20,038.96	90,636.07	0.00	45,937.08
CHANGE IN NET FINANCIAL ASSETS	94,079.99	29,050.04	0.00	(46,209.43)

Report Date
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Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending March 31, 2025

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	Current	Year To Date	Budget	Prior Year Actual
OPERATING SURPLUS/DEFICIT (Chg in Net Asst)	94,079.99	29,050.04	0.00	(46,209.43)
CHANGE IN GENERAL SURPLUS	94,079.99	29,050.04	0.00	(46,209.43)

March 31, 2025

Affinity Bank Balance

As of March 31, 2025

\$ 418,088.13

Add:

Outstanding Deposits:

\$ 25.00

Received, but recorded in April

-\$ 350.00

Less:

Outstanding Payments (See attached)

\$ 28,549.32

\$ -

Reserve Transfers not Transferred Yet

\$ 120,000.00

Reconciled Balance

\$ 269,213.81

General Ledger Bank Balance at Month End (110-110-120)

\$ 269,213.81

List of Outstanding Cheques

361	John Brooks Co.	4,505.93
363	NCSWMC	462.00
364	HMC Management	8,871.28
365	Nicole Sawchuk Law	791.78
366	John Brooks Co.	1,504.89
OB	MLT Aikins	1,321.11
OB	SaskEnergy	330.28
eTr	Elk Ridge Resort (Mar)	525.00
eTr	Greenland Waste	852.86
eTr	Diana Keess (refund)	4,250.00
eTr	CRA	4,074.96
eTr	Aquifer Group of Co.	1,059.23

Total Outstanding Cheques

28,549.32

GL Entries

DR

CR

1 Bank Charges

20.75

Bank

20.75

Record Dec Bank Charges

2 Bank

766.64

Interest Revenue

766.64

**Resort Village of Elk Ridge
List of Accounts for Payment**

Date Printed
2025-04-11 1:36 PM

Batch: 2025-00021 to 2025-00025

Page 1

Bank Code: Bank1 - Main Demand

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Payment Amount
362	2025-03-20	JS INDUSTRIES INC.	829.50
363	2025-03-20	NCSWMC	462.00
364	2025-03-31	HMC MANAGEMENT	8,871.28
365	2025-03-31	NICOLE SAWCHUK LAW	791.78
366	2025-03-31	JOHN BROOKS COMPANY LTD	1,504.89
Total Computer Cheque:			12,459.45

E-TRANSFER

Payment #	Date	Vendor Name	Payment Amount
2025-0023	2025-03-12	ELK RIDGE RESORT	525.00
2025-0024	2025-03-12	Gary Provencher	200.00
2025-0025	2025-03-31	KEESS, DIANA (LEIGH)	4,250.00
2025-0026	2025-03-31	LAKELAND EXCAVATING SERVICES LTD.	1,450.35
2025-0027	2025-03-31	MLT AIKINS LLP	1,321.11
2025-0028	2025-03-31	MUNISOFT	415.14
2025-0029	2025-03-26	NELSON, G. RUSSELL	115.60
2025-0030	2025-03-31	CANADA REVENUE AGENCY	4,074.96
2025-0031	2025-03-31	GREENLAND WASTE DISPOSAL LTD.	852.86
Total E-Transfer:			13,205.02

ONLINE BANKING

Payment #	Date	Vendor Name	Payment Amount
2025-0014	2025-03-20	AFFINITY MASTERCARD	289.41
2025-0015	2025-03-20	Sasktel	48.56
2025-0016	2025-03-31	BAKER TILLY SK LLP	10,101.00
2025-0017	2025-03-31	MUNICIPAL EMPLOYEES PENSION PLAN	4,623.02
2025-0018	2025-03-11	Sasktel	150.00
2025-0019	2025-03-31	SASKENERGY	330.28
2025-0020	2025-03-31	SUMA Group Benefits	444.75
Total Online Banking:			15,987.02

Total Bank1: 41,651.49

Certified Correct this April 11, 2025

Mayor

Administrator

North Central Planning District Commission

Minutes-Draft for Approval

March 25th, 2025 10:00 am

RM of Paddockwood Meeting room

Attendees Appointed Members:

Ray Keller, Chairman, Member at Large

Chuck Mason, Village of Christopher Lake, Member at Large

Lance Fehr, Reeve, Rural Municipality of Paddockwood

Debra Hunter, Resort Village of Candle Lake, Member at Large

Colleen Lavoie, Mayor, Resort Village of Candle Lake

Denis Daughton, Mayor, Village of Christopher Lake

Marg Smith-Windsor, Mayor, Resort Village of Elk Ridge

Elwin Brons, Rural Municipality of Paddockwood, Councillor alternate

Advisors:

Naomi Hrischuk, Administrator, Rural Municipality of Paddockwood

Mark Peters, Development Officer, Resort Village of Candle Lake

Brent Lutz, Administrator, Resort Village of Candle Lake

Michele Bonneau, Administrator, Resort Village of Elk Ridge

Jeannie Rip, Administrator, Village of Christopher Lake

Kerry Potter- Development Officer District of Lakeland

Administration:

Kyla Fremont, Secretary to the Commission

Regrets:

Robert Thurmeier, District of Lakeland, Member at Large

Brand Valkenburg, Rural Municipality of Paddockwood, Member at Large

Treena McAlpine, Reeve, District of Lakeland

Tracey McShannock, Administrator, District of Lakeland

Guests:

Sheryl Spence

1. Meeting Called to Order at 9:57 am

2. Additions to the Agenda

3. Approval of Agenda for March 25th, 2025

Motion 06-2025

Moved by Lance Fehr, seconded by Chuck Mason, and approved by the

Majority vote:

Carried

That this Commission approves the Agenda as presented.

4. Adoption of January 28th, 2025 Minutes

Motion 07-2025

Moved by Chuck Mason, seconded by Debra Hunter and approved by the

Majority vote:

Carried

That this Commission approves the Minutes of January 28th, 2025 as presented.

5. Business Arising from Minutes

6. Old Business

a. Chairman Appointee

Motion 08-2025

Moved by Chuck Mason, seconded by Lance Fehr and approved by the Majority vote:

Carried

That this Commission agrees to Table this item until the April meeting.

b. Commission Budget status report

TSS Funding grant reconciliation info will be available at the April meeting as will the bill for Jim Walters.

Motion 09-2025

Moved by Denis Daughton, seconded by Lance Fehr and approved by Majority vote:

Carried

That this commission accepts the budget report as presented.

c. BCL Engineering status report

Naomi Hrischuk will reach out to Tracey McShannock upon her return and draft a response to Tim Ledding of BCL Engineering.

Keep this item on the Agenda for next month

d. Servicing agreement

The Commission believes that a standardized checklist would be beneficial to the group, but a standardized servicing agreement would be too difficult considering the variables within each district.

Naomi Hrischuk agrees to re-circulate Beatrice Regniers' (formerly of Community Planning and Member at Large for the Resort Village of Candle Lake) Servicing Agreement template.

7. New Business

Crosby Hannah has restructured, Jim Walters will be completing the work needed for the Commission.

Reminder to appoint a 'Member at Large' and send the individuals contact info to the Commission Secretary.

Commission to appoint a Deputy Chair member

8. Delegations:

Jim Walters will be in attendance for the April meeting

9. General Discussion

The Commission requests follow up on ATV info after members meeting with SGI and Highways on April 7th

Jeannie Rip will forward info from Brainstorming session with RM's of Garden River, Shellbrook and Prince Albert

Michele Bonneau will send out presentation about invasive species Zebra mussels

10. Next Meeting Date- April 22nd, 2025 at 10:00 am

*Meeting times have changed to 10 am for winter months

*subject to change depending on Agenda items

11. Adjournment at 11:37 am

Chairman

Secretary to the Commission