

Resort Village of Elk Ridge
Agenda
June 17, 2025 at 9:00 am – Regular Council Meeting
Whitetail Tail Room – Elk Ridge Resort

1. Call to Order – The Mayor will call 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 Regular Meeting Minutes – May 20, 2025

4. Declaration of Conflict of Interest

5. Delegations

6. Public Hearings

7. Public Acknowledgements

8. Business Arising from Minutes

8.1 Active Transportation Committee – Meeting June 14, 2025

8.2 EMO Update

8.2.1 Volunteer form

8.2.2 Updated EMO Plan

8.3 Water Treatment Plan Upgrade – ICIP – no report available from J. Yohnke

8.4 Road Maintenance quote – Precision Paving

9. New Business

9.1 North Central District Planning Commission agreement

9.2 HMC Proposal for Services – Development of a Comprehensive Municipal
Compensation System and Policy

10. Motions

11. Administration Reports

11.1 Utility Report

11.2 CAO Report

12. Financial Statements:

13.1 Utility Financial Statement

13.2 Detailed Financial Report, Bank Reconciliation, List of Accounts for Payment

13. Reading of Bylaw

13.1 Bylaw 2025-04 – Protection of Public Water Supplies

14. Notice of Motion

15. Inquiries

16. Incamera:

17. Information Items/Correspondence:

18. Adjournment



**Resort Village of Elk Ridge
Regular Meeting Minutes Council
May 20, 2025**

Regular meeting of Council held on Tuesday May 20, 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 Russell Nelson

Delegations Joshua Yohnke, Associated Engineering

1. CALL TO ORDER

Mayor Smith-Windsor called this regular meeting of the Council to order at 4:31 pm

2. APPROVAL OF AGENDA

2025-077 HALL: That the agenda be adopted as amended.
~~5.3 EMO Leslie Tucher~~ – removed
~~9.2 EMO Plan~~ removed and replaced with Former Fire Hall plans
9.5 Auditor Appointment 2025
17.5 Court Case – Claim #25-0306
SCHWEHR: Seconded the motion

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Meeting Minutes – April 15, 2025

2025-078 ARCHER: That the minutes of the April 15, 2025 Regular Council Meeting be adopted.
SCHWEHR: Seconded the motion

CARRIED

3.2 Special Meeting Minutes – May 15, 2025

2025-079 HALL: That the minutes of the May 15, 2025 Special Council Meeting be adopted.
ARCHER: Seconded the motion

CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

5. DELEGATIONS

5.1 WTP Upgrades – Technical Memorandum – Joshua Yohnke

- on track – deliverable by end of June: WTP design plan CHIF
Well upgrade

- well lifespan – approximately 25-30 years
- PW#6 (2011) and PW#7 (2014)
- Joshua to discuss Beckie report changes with Mike Famaluk (Beckie)
- Joshua to discuss with Mike Famaluk (Beckie) PW#6/PW#7 volumes.

	5.2 CHIF Grant Lagoon Expansion	
2025-080	ARCHER: That Council engage Associated Engineering to complete a Wastewater System Assessment and assist the Resort Village of Elk Ridge in completing the CHIF application as per the quote submitted (\$12,000). SCHWEHR: Seconded the motion	CARRIED
	6. PUBLIC HEARINGS	
	7. PUBLIC ACKNOWLEDGEMENTS	
	7.1 Hugh Munro – passed away April 21, 2025 https://www.kettlevalleymemorial.ca/obituaries/Hugh-Munro?obId=42184160	
	8. BUSINESS ARISING FROM MINUTES	
	8.1 Proposed Parcels A & B – Commercial – SUBD-004099-2025	
2025-081	ARCHER: That Council approves the subdivision of the proposed Parcel A and B – Commercial upon receipt of a municipal reserve payment of \$5910.53. SCHWEHR: Seconded the motion.	CARRIED
	9. NEW BUSINESS	
	9.1 Fidelity Insurance	
2025-082	HALL: That Council has reviewed the fidelity bond of the Resort Village of Elk Ridge’s insurance policy and confirmed the amount of the bond is at least \$10,000 (\$500,000). LEVESQUE: Seconded the motion.	CARRIED
	9.2 Former Fire Hall plans	
2025-083	LEVESQUE: That Council file the plans/drawings done by Carson Butterwick for future consideration. HALL: Seconded the motion.	CARRIED
	9.3 Community BBQ	
	- That Council plan a community BBQ tentatively on July 26, 2025. The Mayor will gather a planning committee of volunteers.	
	9.4 Active Transportation Committee (Councillor Schwehr)	
	- First meeting of interested volunteers (Russell Schwehr, Bill Jonsson, Tim Comfort, and Colleen Schwehr (ERCOA)), met on May 17 th at 11:00 pm at the former firehall. The priority of an active transportation system is to promote safety within the community for pedestrians and bikers as well as connect the neighborhoods. Council will partner with the ERCOA for this project.	
	- Likely complete in phases, off the road, road right-a-way narrow in some areas, and start at Estates gate.	

		<ul style="list-style-type: none"> - Tasks: Russell consult with Rusty Clunie regarding a boardwalk or pack trail, Colleen check with Scott Nesbitt regarding planning that went into Boundary Bog boardwalks and the ERCOA financial contribution, Tim will survey the actual proposed path areas for ideas, and the committee will check with Dennis Paddock with engineering questions. 	
2025-084		<p>LEVESQUE: Accept the Active Transportation Committee Report.</p> <p>HALL: Seconded the motion</p>	CARRIED
	9.5	Appoint Auditor	
2025-085		<p>SMITH-WINDSOR: That Council appoint Jensen-Stromberg as the Resort Village's auditor for 2025.</p> <p>ARCHER: Seconded the motion</p>	CARRIED
	10.	MOTIONS	
	11.	ADMINISTRATION REPORTS	
	11.1	Utility Report	
2025-087		<p>ARCHER: That the CAO contact Nevin Anderson (Routes2SK) to request approval to install a 2" blowout hydrant be installed on the end of the main past the grounds maintenance yard at a maximum cost of \$1500.</p> <p>LEVESQUE: Seconded the motion</p>	CARRIED
2025-088		<p>LEVESQUE: That motion 2025-087 be rescinded.</p> <p>HALL: Seconded the motion</p>	DEFEATED
2025-089		<p>SCHWEHR: That the CAO review Routes2SK easement agreements and report back to Council at the regular June meeting.</p> <p>ARCHER: Seconded the motion</p>	CARRIED
2025-090		<p>SCHWEHR: That Council accepts the Utility Report as presented.</p> <p>HALL: Seconded the motion</p>	CARRIED
	11.2	Administrator's Report	
2025-091		<p>LEVESQUE: That Council accept the Administrator's Report as presented.</p> <p>HALL: Seconded the motion.</p>	CARRIED
	12.	FINANCIAL REPORT	
	12.1	Utility Statement	
2025-092		<p>HALL: That Council accept the Utility Financial Statement as presented.</p> <p>ARCHER: Seconded the motion</p>	CARRIED
	12.2	Detailed Financial Statement, Bank Reconciliation, Payments Register	
2025-093		<p>SCHWEHR: That the statement of financial activities, bank reconciliation and List of Accounts for Payment for the month of April be approved.</p> <p>ARCHER: Seconded the motion</p>	CARRIED

- 13. READING OF BYLAWS**
- 13.1 Bylaw 2025-03 District Official Community Plan**
- 2025-094 ARCHER: That Bylaw 2025-03 District Official Community Plan be introduced and read a first time.
HALL: Seconded the motion.
CARRIED
- 2025-095 HALL: That Bylaw 2025-03 District Official Community Plan be now read a second time.
SCHWEHR: Seconded the motion.
CARRIED
- 2025-096 ARCHER: That leave be granted for third reading of Bylaw 2025-03 District Official Community Plan.
SCHWEHR: Seconded the motion
UNANIMOUSLY CARRIED
- 2025-097 SCHWEHR: That Bylaw 2025-03 District Official Community Plan be now read a third time and adopted.
HALL: Seconded the motion
CARRIED
- 14. NOTICE OF MOTION**
- 15. INQUIRIES**
- 16. IN-CAMERA**
- 16.1 CAO Salary Review**
- 2025-098 ARCHER: That Council move to an in-camera session at 7:35 to discuss CAO salary.
SCHWEHR: Seconded the motion
CARRIED
- Present: Mayor Smith-Windsor; Councillors Levesque, Archer, Hall and Schwehr
- 2025-099 HALL: That Council reconvenes to Regular Council Meeting at 8:12 p.m.
LEVESQUE: Seconded the motion
CARRIED
- Present: Mayor Smith-Windsor; Councillors Levesque, Archer, Hall and Schwehr
- 2025-100 SCHWEHR: That Council recommends a salary increase to \$38.18/hr in accordance with the UMAAS Salary Guidelines.
ARCHER: Seconded the motion
CARRIED
- 17. INFORMATION ITEMS/CORRESPONDENCE**
- 17.1 North Central Planning District Commission – April 22, 2025**
- 2025-101 SMITH-WINDSOR: That Council acknowledges receipt of the minutes of the NCPDC – April 22, 2025.
ARCHER: Seconded the motion
CARRIED
- 17.2 Great Blue Heron/PANP Spring Meeting notes**
- 17.3 School Rate Acknowledgement**

2025-102 HALL: That Council acknowledges the School Mill Rates for 2025 of 4.27 mils for Residential properties and 6.37 mils for Commercial properties.
LEVESQUE: Seconded the motion

CARRIED

17.4 Saskatchewan Lotteries Community Grant Program

- need to send in 2023-2024 report (\$975) before 2025-2026 funds (\$1445) can be released.

17.5 Court Case – Claim #25-0306

Defendant: Resort Village of Elk Ridge, Plaintiff: Lionel Katchmar & Carla Fenton
Provincial Court of Saskatchewan – June 10, 2025 at 2:00 pm – First Appearance
Legal Counsel for the Resort Village of Elk Ridge: Nicole Sawchuk

2025-103 **18. ADJOURNMENT**

ARCHER: That this meeting now be adjourned at 8:20 p.m.
SCHWEHR: Seconded the motion

CARRIED

Mayor Margaret Smith-Windsor

CAO Michele Bonneau

Emergency Measures Organization (EMO)
Resort Village of Elk Ridge
Volunteer Application Form
(Please note volunteers must be at least 18 years of age)



Email form to Infoelkridge@sasktel.net

EMO Coordinator
Resort Village of Elk Ridge
211C Arne Petersen Way
Elk Ridge, SK, S0J 0N0

1. Personal Information: (please print)

Last Name:	First Name:
Are you a full time or seasonal resident of Elk Ridge?	
What months are you typically at Elk Ridge?	
Address at Elk Ridge:	
Municipal Address:	
Mailing Address:	Postal Code:
Phone:	Cell Phone:
Email Address:	
Permanent Address: (if different from above):	
Street:	City:
Province:	Postal Code:
Phone:	Cell phone:
Email Address:	

2. Areas of Interest: potential job duties described on page 2)

<input type="checkbox"/> Reception/Shelter Areas	<input type="checkbox"/> Food/Beverage Services	<input type="checkbox"/> Security
<input type="checkbox"/> Telephone	<input type="checkbox"/> Computer-information entry	<input type="checkbox"/> Computer-technology
<input type="checkbox"/> Emergency Operations Centre	<input type="checkbox"/> Runners	<input type="checkbox"/> Other

Training will be provided for volunteer positions.

3. Do you have special training, skills or certification? Please describe.

Disclaimer: It is the policy of this organization to screen all prospective volunteers. While we try to place every applicant, we reserve the right to select applicants according to our needs and criteria.

I understand that I may have access to information of a confidential nature through my volunteer role, and agree that I will not discuss or share it beyond the scope of my role and ~~definitely not~~ to non-EMO individuals and/or the media.

Signature: _____

Date: _____



Emergency Contact Information

All registered volunteers will be asked to provide the following emergency contact information:

Emergency Contact #1	
Name:	Relationship:
Phone #:	Alternate phone #:

Emergency Contact #2	
Name:	Relationship:
Phone #:	Alternate phone #:

Assigned volunteers will be required to sign a waiver form at the time of assignment and may be required to submit a recent criminal record check.

Potential EMO Volunteer Job Duties		
Reception/Shelter Areas-needed 24/7 <ul style="list-style-type: none"> greeting/welcoming registration of evacuees set up of tables/chairs food management provide current incident related information at reception centre 	Food/Beverage Services <ul style="list-style-type: none"> prepare food/beverages for emergency responders prepare food/beverages for people at reception centre 	Security - Community Safety <ul style="list-style-type: none"> sign in/sign out monitoring of evacuated areas monitoring restricted access areas Traffic control
Telephone <ul style="list-style-type: none"> answering public inquiry lines call out to volunteers status updates (e.g. power on/off) 	Computer-Information entry <ul style="list-style-type: none"> input incident related information for the Public Information Officer via website, social media & other monitor social media sites 	<u>Computer-technology</u> <ul style="list-style-type: none"> computer hardware setup/trouble shooting
Emergency Operations Centre (EOC) (Restricted Area) <ul style="list-style-type: none"> assist with support to the incident site from the EOC scribe-record information general duties within the EOC e.g. monitor supplies, clean up, acquire food 	Runners <ul style="list-style-type: none"> deliver messages between sites deliver food/beverages to sites Pick up required supplies (local or Prince Albert) 	Other <ul style="list-style-type: none"> incident related clean up traffic control/flagging operate generators equipment operator providing status updates (e.g. power on/off)



238 Stechishin Crescent Saskatoon, SK S7K 5P7
 Bus: (306) 221-5668 Fax: (306) 933-1065
 Email: superiorsweeping@sasktel.net

- Parking lot patching
- Seal coating
- Asphalt driveways
- Crack filling

PROPOSAL SUBMITTED TO (COMPANY NAME) Elkridge Golf Course		DATE OF PROPOSAL June 10th, 2025
CONTACT NAME Ian	PHONE 306-380-6996	FAX
STREET ADDRESS 	E-MAIL ian.farthing@ae.ca	
CITY, PROVINCE AND POSTAL CODE Elkridge	JOB NAME 	
	JOB LOCATION Golf Course	

We hereby submit estimate for:

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Remove and replace failed asphalt areas on Road to Golf Course (approx. 219.5m²as per site visit with Josh) - 17,146.50 plus taxes

Above work to include

- sawcut and remove asphalt
- recompact existing base gravel
- apply tack oil
- supply and install 65mm asphalt

Above price does not include the following

- base excavation
- surveying
- testing

WE PROPOSE hereby to furnish materials and labour - complete in accordance with above specifications, for the sum of:

QUOTE PRICE _____ + GST _____ = TOTAL _____

Payment to be made as follows: _____ GST# 891959397

Authorized Signature _____

MARK VOESSEN

Note: This proposal may be withdrawn by us if not accepted within 15 days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance _____

THANK YOU FOR YOUR BUSINESS!

NORTH CENTRAL PLANNING DISTRICT AGREEMENT

MADE THIS _____ DAY OF _____, 2025

BETWEEN:

RURAL MUNICIPALITY OF THE DISTRICT OF LAKELAND NO. 521

RESORT VILLAGE OF CANDLE LAKE

RURAL MUNICIPALITY OF PADDOCKWOOD NO. 520

VILLAGE OF CHRISTOPHER LAKE

RESORT VILLAGE OF ELK RIDGE

A. PLANNING DISTRICT GOALS AND PURPOSE

- (1) The purpose of this agreement is to establish the “North Central Planning District” (The Planning District). The Planning District includes all lands in the Rural Municipality of the District of Lakeland No. 521 (Lakeland), the Resort Village of Candle Lake (Candle Lake), the Rural Municipality of Paddockwood No. 520 (Paddockwood), the Village of Christopher Lake (Christopher Lake) and the Resort Village of Elk Ridge (Elk Ridge). The members of the District agree to voluntarily establish a District Official Community Plan (DOCP) which will be the principal legislative tool for guiding the physical, environmental, social, cultural and economic changes in their respective jurisdictions.
- (2) The DOCP will be a working tool to guide development on the policy decisions made by the five municipal Councils. Further, this document will help to showcase the five municipalities working together to improve the Planning District for existing residents and owners as well as to promote and market it to investors, senior government (e.g. grant opportunities), visitors, and potential new residents.
- (3) In concert with other agreements, plans, and policies, the DOCP will identify where the relationship between the five members is at today, their values, and their goals. It will establish land use policy to manage change for the next 10-15 years by using an integrative and transparent collaborative approach in land use planning and development.

B. BENEFITS

- (1) The following are seen as the benefits of forming a planning district.
 - (i) Investors and Developers have a tool to align their proposals to the vision, goals and objectives of the District.
 - (ii) Increases the ability to access traditional grant funds as well builds a business case for additional funding in having a clear plan of action for the future.
 - (iii) Engages the public to be active and conscience to plan for future generations living together in a rural, urban, resort and natural setting.
 - (iv) Maintain(s) taxes for the long term without having to take on extra debt through improved coordination and connectivity of infrastructure.
 - (v) Avoid(s) conflict in land use and ensure(s) that development occurs in an orderly manner protecting the investments made by homeowners, businesses and senior government while protecting resources for future generations.

(vi) The provision of services and infrastructure.

(vii) Protect(s) natural resources including agricultural land, northern forest and lake resources in the District.

C. PLANNING DISTRICT FRAMEWORK AND TECHNICAL MATTERS

(1) The Rural Municipality of the District of Lakeland No. 521, the Resort Village of Candle Lake, the Rural Municipality of Paddockwood No. 520, the Village of Christopher Lake, and the Resort Village of Elk Ridge, hereby agree to the establishment of a Planning District, to be known as “The North Central Planning District”, under the provisions of Sections 97 and 98 of *The Planning and Development Act, 2007* (The Act).

(2) The said Planning District shall be comprised of all lands located in the Rural Municipality of the District of Lakeland No. 521, the Resort Village of Candle Lake, the Rural Municipality of Paddockwood No. 520, the Village of Christopher Lake, and the Resort Village of Elk Ridge.

(3) There shall be established a District Planning Commission, designated as “The North Central Planning District Commission,” such Commission to consist of eleven (11) members, to be appointed in the following manner:

(i) Two members shall be appointed by the Council of the Rural Municipality of the District of Lakeland No. 521. At least one appointee shall be a member of Council.

(ii) Two members shall be appointed by the Council of the Rural Municipality of Paddockwood No. 520. At least one appointee shall be a member of Council.

(iii) Two members shall be appointed by the Council of the Resort Village of Candle Lake. At least one appointee shall be a member of Council.

(iv) Two members shall be appointed by the Council of the Village of Christopher Lake. At least one appointee shall be a member of Council.

(v) Two members shall be appointed by the Council of the Resort Village of Elk Ridge. At least one appointee shall be a member of Council.

(vi) One member (referred to as the member at large and often is appointed to the role of the Chairperson) shall be jointly appointed by the Councils of the member municipalities.

(vii) Municipal staff are non-voting but are encouraged to attend and participate in commission meetings in advisory positions.

(4) That the tenure of office of the members of the Commission shall be as follows:

(i) On the original appointments, each Council shall appoint a member to hold office until each respective Council’s first meeting in November.

- (ii) Subject to clause (i), each member thereafter appointed by the respective Councils shall hold office until the first meeting of the appointing Council in November of the year following the appointment.
 - (iii) Where vacancies arise in respect of the Council's appointees, other than by reason of the expiry of the designated term of office of the appointee, the Council concerned shall appoint someone to complete the unexpired term only.
 - (iv) Notwithstanding the expiry of the term for which any member has been appointed, the member shall continue to hold office until a successor is appointed.
 - (v) At the first Commission meeting each year, the Commission shall appoint a Chairperson who shall hold office until the end of the year or until a successor is appointed.
 - (vi) In the absence of a Chairperson the members present will appoint an acting Chairperson who shall have all the powers of the Chairperson, during the period that the Chairperson is unable to perform their duties, or if the position is vacant.
- (5) That the Councils of the member municipalities shall determine the remuneration to be paid to their respective members of the Commission.
 - (6) That the North Central Planning District commission determines the remuneration to be paid to the member at large to be paid by the North Central Planning District.
 - (7) That the funds required to finance the expenses of the Commission, as approved by each Council, shall be contributed by the member municipalities, and will be collected through a yearly membership fee. The membership fee will be reviewed at the first meeting of the calendar year with the financial statements and is described in more detail in the District Planning Commission's adopted "*Rules of Procedure*".
 - (8) The office of the Commission shall be at the location approved annually by the Commission.
 - (9) That, without limiting the general application of Sections 97 and 100 of *The Act* respecting the duties and powers of the Commission, the Commission shall:
 - (i) Pursuant to Section 102 of *The Act*, prepare a district plan;
 - (ii) Make "*Rules of Procedure*" for the conduct of its business, including procedures to permit the parties to conduct joint public consultation processes for amendments to and adoption of the District Plan;
 - (iii) Make recommendations to each Municipal Council to amend the District Plan as needed;
 - (iv) Make recommendations to each Municipal Council respecting development in the Planning District and identify the social and economic implication of those recommendations;
 - (v) Appoint any consultants or employees that may be necessary for the exercise of any of its powers or the performance of any of its duties and fix their remuneration; and
 - (vi) Consult with each Municipal Council pursuant to the referral process outlined in the District Planning Commissions "*Rules of Procedure*". The municipality affected by an application noted

in the referral process shall maintain the ability to reject recommendations of the Commission if the recommendation would have a negative impact on their jurisdiction.

- (10) That the parties will establish a referral process within the District Planning Commission's "*Rules of Procedure*" to facilitate information sharing and to ensure effective communication for all matters pertaining to developments on lands within Planning District.
- (11) That the parties hereby establish a dispute resolution process with the following steps:
 - (i) A municipality identifying an issue in dispute may notify the Secretary of the Commission to arrange a meeting with the Commission at its next regularly scheduled meeting.
 - (ii) Prior to the Commission meeting the municipal staff of the parties in dispute shall meet to clarify the issues in dispute and to discuss potential solutions. Based on this meeting the staff shall prepare a report for the Commission.
 - (iii) The Commission meeting shall hear representation from the parties in dispute and attempt to resolve the matter by consensus.
 - (iv) Should the Commission meeting fail to resolve the dispute the respective Councils would meet to arrive at a solution.
 - (v) Should the Councils fail to achieve agreement, the Councils may initiate a request for mediation and/or binding arbitration by the Saskatchewan Municipal Board under Section 233 of *The Act*.
- (12) Any member municipality may terminate its affiliation with The Planning District in accordance with the following procedures:
 - (i) The municipality shall give 90 days' notice, in writing, to the Secretary of the Commission and the other municipalities of its intention to terminate its affiliation. Such notification shall be accompanied by full payment of any outstanding financial contributions pursuant to Section 6 herein.
 - (ii) Following receipt of notification and full payment of any outstanding financial contributions, pursuant to subsections (i) and (vi), the other municipalities may prepare and consider a bylaw to terminate this Agreement.
 - (iii) Where all member municipalities adopt a bylaw pursuant to subsection (ii), above, the District Planning Commission shall request the Minister to amend this Agreement in accordance with Section 106(1)(a)(i) of *The Act*.
 - (iv) Where one or more municipality does not adopt a bylaw pursuant to subsection (ii), above, the District Planning Commission shall refer the matter to the Minister who may refer the matter to the Saskatchewan Municipal Board.
 - (v) Where a decision has been made to terminate the Agreement and dissolve the Planning District, the District Planning Commission shall determine the appropriate distribution of assets, liabilities, and fees based on the contribution made by each municipality, in accordance

with Section 6 herein, and any in kind contributions of equipment, furnishings and similar items which may have been contributed by the terminating municipality. No financial contributions made pursuant to Section 6 for the current financial year shall be returned to the terminating municipality except as a result of mediation or a Saskatchewan Municipal Board decision.

- (vi) Subject to any mediation or Saskatchewan Municipal Board decision, costs incurred by the Commission and/or the remaining municipalities as a direct result of the withdrawal of the other municipality, shall be reimbursed to the Commission by the municipality wishing to withdraw.
- (13) This Agreement may be amended with the consent of all member municipalities. Where consent is not achieved from all member municipalities, the parties may pursue dispute resolution pursuant to Section 10 herein.
- (14) The member municipalities shall amend the common provisions of the DOCP jointly. This means that to amend the common provisions in the DOCP, each Council shall be required to pass a complimentary amending bylaw, which will all be submitted concurrently to the Minister for approval. Amendments that affect one municipality can be done independently, but consultation with the District Planning Commission is required and outlined in the referral process outlined in the District Planning Commissions *"Rules of Procedure"*.
- (15) If any member municipality applies to the Minister to dissolve or leave the Planning District, the Minister may refer the matter to the Saskatchewan Municipal Board. The Saskatchewan Municipal Board may direct the member municipality to follow dispute resolution methods it considers appropriate. If dispute resolution methods fail, the Saskatchewan Municipal Board shall hold a hearing and make a decision to settle the matter in accordance with Section 106.1 (3) of The Act.
- (16) The member municipalities shall review this agreement and the adopted *"Rules of Procedure"* at least every 5 years to ensure both agreements continue to serve the interests of the region.

D. MINISTERIAL APPROVAL

- (1) This Agreement shall come into force and take affect when approved by the Minister of Government Relations.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals, duly attested by the hands of their respective property officers in that behalf, the day and year first above written.

THE RURAL MUNICIPALITY OF THE DISTRICT OF
LAKELAND NO. 521

Per _____
Reeve

Per _____
Chief Administrative Officer

THE RURAL MUNICIPALITY OF PADDOCKWOOD
NO. 520

Per _____
Reeve

Per _____
Chief Administrative Officer

THE RESORT VILLAGE OF CANDLE LAKE

Per _____
Mayor

Per _____
Chief Administrative Officer

THE VILLAGE OF CHRISTOPHER LAKE

Per _____
Mayor

Per _____
Chief Administrative Officer

THE RESORT VILLAGE OF ELK RIDGE

Per _____
Mayor

Per _____
Chief Administrative Officer



June 04, 2025

TO: Mayor Margaret Smith-Windsor and Council
Resort Village of Elk Ridge, SK

FR: Dean Yaremchuk RMA CMMA/Larry Lang, HMC Management Inc

RE: Proposal for Services – Development of a Comprehensive Municipal Compensation System and Policy

This proposal contains proprietary and confidential processes and materials of HMC. This document may not be duplicated, and the information therein may not be used or disclosed in whole or in part for any purpose other than as authorized by HMC.

Any use or disclosure in whole or in part without the express written permission of HMC is prohibited.

Overview:

As requested by the Mayor, HMC is pleased to submit this proposal to the Resort Village of Elk Ridge (Council) to support the development of a comprehensive municipal compensation system and policy.

As a leader in municipal administration and governance consulting in Saskatchewan and Manitoba, HMC brings a tremendous amount of experience in public sector human resources management, Council education and advisory services.

This proposal outlines HMC's approach and deliverables required to:

- Define compensation values aligned with the Council's priorities;
- Educate Council on CAO recruitment and retention best practices based on HMC's experience;
- Develop a structured compensation system and policy for current and future municipal employees;
- Establish a staff performance evaluation framework; and
- Provide ongoing consultation throughout the process.

Saskatchewan
Box 177
Broadview, Saskatchewan
S0G 0K0
Phone: 1-306-696-7677
Email: lang.hmc@sasktel.net

Initial _____

Manitoba
Brandon, Manitoba R7C 0C2
Phone: 1-204-870-0236
Email: sdy.hmc@wcgwave.ca

Scope of Work

Phase 1- Project Initiation

Upon project approval, HMC would request the CAO to provide relevant existing background information.

This component involves collecting and HMC reviewing all project-related data in order for HMC to understand the current operational system, structure and people working in the Municipal function areas.

This information requested includes but is not limited to: (Note: if documents could be provided in Microsoft WORD or EXCEL formats, it would be appreciated):

- Copies of all approved Resort Village operational and human resource policies and bylaws if they exist;
- copies of all approved current full-time, part-time and seasonal staff job descriptions (including the CAO);
- copies of any approved salary grids/scales that the Municipality uses for all full-time and part-time employees;
- 2024 and 2025 approved operating, utility and capital budgets and all background information (the details used to support the approved budgets);
- 2023, 2024 and 2025 salaries/hourly rates for all full-time and part-time staff, including all banked time and overtime accrued, collected or paid out;
- copies of any banked time agreements if any;
- copies of any signed and Council-approved current staff employment agreements;
- copies of any third-party contracted services agreements and work undertaken to date – planning, building inspection services, engineering, weed/pest control, etc.;
- performance review templates and access to all employee performance reviews undertaken by the CAO and Council;
- any other material that HMC requires that would assist this review.

Phase 2- Define Municipal Compensation Values/ Educate Council on the CAO Recruitment and Retention Market (meeting on site with Council)

The purpose of this meeting with Council will be to establish the foundational compensation philosophy for the municipality based on internal priorities and external market realities and ensure Council understands the competitive landscape for attracting and retaining a qualified Chief Administrative Officer.

Key Components:

- Facilitate an initial meeting with Council and senior staff to:
 - clarify expectations and project scope;
 - Identify key compensation drivers and factors (i.e. competitiveness, equity, sustainability, location);
 - Define principles to guide compensation decisions and HR practices;
 - Present current CAO market trends in Saskatchewan and comparable municipalities;
 - Review compensation benchmarks and influencing factors (e.g., location, responsibility, growth potential);
 - Facilitate a Q&A session for Council to address concerns; and
 - Develop a “Compensation Values and Principles” document for Council review and approval.

Phase 3 - Develop a Municipal Compensation System and Policy/ Develop Staff Performance Evaluation System

In this phase, HMC would create a formal, fair and transparent compensation system and policy and develop and introduce a structured approach via policy to evaluate and enhance staff performance.

Key Components:

- Conduct internal job analysis for all municipal positions;
- Conduct external market comparisons using regional benchmarks;
- Design salary grids and compensation bands based on position classifications and policy;
- Develop a formal compensation policy (base pay, adjustments, benefits, etc.);
- Revise existing position descriptions as required;
- Develop performance evaluation tools and templates; and
- Review draft with Council and revise as needed.

Phase 4 – Final Report

- Final report presentation and review with Council via Zoom. Documents will be provided in WORD, PDF and as required Excel format.

Other

HMC would act as a resource and support to the Council and the CAO via Zoom, text, email, or phone, providing advice as requested or required.

Timelines

- 🕒 **Phase 1 – Project Initiation**
 - Will commence upon the signing of the agreement for services.
- 🕒 **Phase 2**
 - Would commence as mutually agreed.
- 🕒 **Phase 3– Develop a Municipal Compensation System and Policy and Staff Performance Evaluation System**
 - Would be completed by the end of August.
- 🕒 **Phase 4 – Presentation of Final Report and Templates**
 - By mid-September.

Fees and Payment

Cost Centre	Cost
To complete all components as identified	\$9,800.00
GST	5%
Meals	Extra
Breakfast (each)	\$21.50
Lunch (each)	\$21.50
Dinner (each)	\$54.00
Legal costs if required.	Actual to be invoiced and paid directly by the Resort Village
Accommodations	Actual
Payment	Upon receipt of Invoices

Other

- 1) HMC acknowledges that during the performance of this contract, HMC may learn or receive confidential information and confirms that all such information relating to the Municipality's business will be kept confidential, except to the extent that such information is required to be divulged by law or is considered to be, by HMC, in the public domain prior or during the term of this agreement.
- 2) At any time, either HMC or the Municipality may terminate this agreement in writing, to each party's known address or via email, without liability, for any reason, with or without cause, by giving 15 calendar days advance written notice to the other party. The Municipality is obliged and shall pay HMC, on a prorated basis, any outstanding amount owed within 15 days of receipt of the invoice.
- 3) The Municipality indemnifies and agrees to defend and hold harmless HMC and its directors from and against any and all claims, demands, expenses, damages of every nature and kind, actions, and any liabilities, damages or expenses resulting from, including court costs and reasonable attorneys' fees, arising out of or relating to the services performed by HMC under this agreement or the representations and warranties made by HMC which shall survive the termination, for any reason, of this Agreement, including claims of third parties in relation to this Project, any negligent or faulty acts or omissions of the Municipality or anyone for whom the Municipality is responsible or any breach of the Municipality's obligations under this agreement.

- 4) Notwithstanding the foregoing, the Municipality acknowledges and agrees that the liability of the HMC and/or its directors, its affiliates, and their respective officers, directors, and consultants under this Agreement, whether in contract, tort, or otherwise, shall in no event exceed the total consulting fees received by HMC under this Agreement.
- 5) Any modification of this Agreement must be in writing and signed by both HMC and the Municipality, or it shall have no effect and shall be void.
- 6) HMC and the Municipality endeavour to use reasonable diligence and good faith in performing this Agreement.
- 7) Any legal consultations or legal costs are the full responsibility of the Municipality. HMC would obtain approval in advance of any use of legal counsel via the CAO.
- 8) This Agreement supersedes all prior agreements, oral or written, between the parties with respect to the subject matter of this Agreement. This Agreement contains the final and entire understanding and agreement between the parties with respect to the subject matter of this Agreement, and HMC shall not be bound by any other terms, conditions, statements, covenants, representations, or warranties, oral or written.

Contact

For any questions regarding this proposal, please contact:

Larry Lang
HMC Management Inc.
Phone: 306.696.7677
Email: lang.hmc@sasktel.net

HMC Management Inc. appreciates the opportunity to assist the Resort Village of Elkridge in this organizational initiative, as the result of this project will well-position the Municipality to recruit, retain, and engage high-quality personnel, ensuring effective long-term governance.

We look forward to the opportunity to work together and are open to further discussion on deliverables and terms.

Sincerely,



Dean Yaremchuk, RMA CMMA
Senior Partner



Larry Lang,
Senior Partner

Signatures

If you are in agreement with the above-noted terms and conditions, please sign and initial all pages, scan the document and email it to lang.hmc@sasktel.net

For the Resort Village of Elk Ridge, SK

Date

Initial _____

Partner Profiles



Dean Yaremchuk RMA, CMMA

Dean brings over 45 years of progressive leadership and municipal administration experience to his role as Partner at HMC Management Inc. Throughout his career, Dean has developed a strong reputation for his leadership, strategic thinking, direct and collaborative approach and commitment to excellence in governance and community development.

Prior to joining HMC, Dean has served in various senior municipal administrative roles across Saskatchewan and Manitoba where he has demonstrated a consistent commitment to public service, operational excellence and effective governance. Positions Dean has worked in range from Director of Parks, Recreation and Culture to Director of Planning and Development to Director of Economic and Community Development to Chief Administrative Officer (CAO). His extensive background has given him a deep understanding of the complexities and opportunities facing local governments today.

Dean's extensive knowledge of municipal operations, combined with a strategic and evidence based/results-driven approach, has made him a respected advisor in the areas of CAO and senior management recruitment, governance reviews, organizational reviews and restructuring, and long-range integrated strategic planning. His experience working with councils, administrators and stakeholders has equipped him with the skills necessary to navigate complex municipal challenges with professionalism and integrity.

While involved in the recreation business, Dean is a charter member of the Canadian Recreation Facilities Council (CRFC). In June 2013, Dean received the CRFC's Award of Excellence for his outstanding service and contributions from 1986 to 1990 as the organization's founding President.

Dean is a charter member of the Saskatchewan Recreation Facilities Association. He acted as their President for three years and was honoured by the Association with a Life Membership Award in 1990 for his volunteer contributions. In 1987, Dean also Chaired the Saskatchewan Recreation Society (known today as the Saskatchewan Association of Recreation Professionals) and provided leadership and direction to both provincial organizations at the same time.

Dean was also recognized by the Federation of Canadian Municipalities (FCM) in 2002 as their Outstanding Volunteer to FCM's International Programs, completing eight years of work overseas in the Philippines, primarily in the areas of municipal governance and strategic planning, of which he authored and developed a nationwide resource on that topic. In 2010, Dean also worked for FCM as a municipal expert in strategic planning for Ukraine's Municipal Local Economic Development Program.

In March 2013, Dean was awarded the Queen Elizabeth II Diamond Jubilee Medal by the Governor-General of Canada, awarded to individuals who have made an exceptional contribution to strengthening local government across Canada. Dean was nominated by the Federation of Canadian Municipalities (FCM) for his international development work completed via FCM's International Program.

Being on both sides of the table as an administrator and now as a consultant has placed Dean in a unique position to assist HMC's clients in meeting their needs since he has direct experience and truly understands how local government operates from an elected and administrative perspective.

Inter-municipal relations and relationship building is also an area of strength for Dean. He has many years of direct experience in dealing both with urban and rural municipal council issues and solutions during his municipal government career, having worked directly in the areas of municipal governance, community planning and development (OCP and zoning bylaw administration and management and building inspections in particular), land sales and development and management, joint recreation service delivery, financial inter-relationships including tax sharing agreements, and joint economic development ventures.

Dean's pragmatic and solutions-focussed mindset, combined with his strong communication and planning skills, dedicated work ethic and decades of experience allows him to support municipal clients in building strong, sustainable organizations that are responsive to the needs of their communities.

His trademarked direct approach combined with his collaborative leadership style, depth of expertise and hands on experience and commitment to ethical standards makes him a trusted advisor to councils and administrative teams alike contributing in a meaningful way to their success.



Larry Lang

Larry brings a diversified background to the partnership of HMC Management Inc., working initially in the municipal and not-for-profit recreation industries from 1980 to 1992 in several management positions, including being the first Executive Director of the Saskatchewan Recreation Facilities Association.

Since 1992, Larry has worked in economic development, primarily in organization planning and development and Project and business development.

Larry was the General Manager for the Mainline Rural Development Corporation for five years. In 2007, Larry received the Premier's Award of Excellence in Public Service (Quality Service Honorable Mention in recognition of outstanding performance by Saskatchewan public servants). Moving into the private sector, Larry was the contract Manager for the Mainline Regional Economic Development Authority for 12 years. He worked as a partner in HMC Management before dedicating all of his time to HMC Management Inc.

A proponent of a well-thought-out process, Larry has significant experience developing new, from the ground up and restructuring and modernizing existing for-profit and not-for-profit companies, including corporate structures, corporate Governance, policy, financing, and operations.

Larry brings practical experience in financial and budget modelling and analysis, having developed budget models for companies and organizations ranging from regional not-for-profit organizations to multi-million-dollar private corporations.

Larry has successfully transferred those skills and knowledge into municipal legislative compliance, governance, policy development, and finance, as well as their unique characteristics, including budget and finance modelling specific to municipal finances. The unique and customized budget modelling process provides the opportunity for basic, detailed budgeting reporting and analysis to meet the specific needs of the client municipality.

From January 2020 to July 2020, Larry provided Acting Chief Financial Officer services for the Municipality of La Ronge, SK, managing a budget of just over \$9.5 M, and successfully and significantly increased the Council's financial literacy, overall organizational public accountability, and transparency, and implemented a new and enhanced budget system using HMC's Customized Budget Modeling Process.

Larry is also a volunteer and has been recognized by his peers for his efforts. While involved in the recreation business, Larry was a charter and founding member of the Canadian Recreation Facilities Council. He received a Life Membership Award for his contributions to the Saskatchewan Recreation Facilities Association. Continuing his commitment to community and economic development, Larry is a Past President of the Saskatchewan Economic Development Association and receiver of its Ron Munroe Award for dedication and commitment to the organization.

Larry has been a member of the East Central Development Corporation (Community Futures) board of directors for over 30 years, a member of the Board of the Community Futures Partners of Saskatchewan since its inception, a member of the Community Futures Leadership Institute, and a member of the Community Futures Board Development Curriculum Committee. He was recognized for his work as Volunteer of the Year in 2007.

Larry brings a straightforward, practical approach to working with clients in assisting them in achieving success.

ADMINISTRATORS'S REPORT - June 17, 2025

<u>Date</u>	<u>ADMINISTRATION HIGHLIGHTS:</u>
	- tax notices expected to go out the week of June 16-20 (mail)
	- 7 unpaid utility accounts - \$2690.86
	- no appeals filed regarding assessment
	- review easement agreements with Routes2SK - not complete
<u>Date</u>	<u>MINUTES FOLLOW UP</u>
	- Jim Walters still working on Zoning Bylaw - potentially July meeting
	- Routes2SK approved Russell to install blow out valve
<u>Date</u>	<u>OFFICE NOTES</u>
	- CATALIS - Meeting Management conversion in process
<u>Date</u>	<u>HR/Personell NOTES</u>
	- attended UMAAS convention (June 3-6)
	- holiday requests: July 3 (Thurs), July 28-29 (Mon-Tues), Aug 18 - 22 (Lobstick)
	- prefer Friday to be a flex day - make up hours to still get 48 hours every 2 weeks
<u>Date</u>	<u>GRANT UPDATES/UPCOMING</u>
-	
	- receive \$40,936 (Municipal Revenue Sharing) - June 16, 2025
<u>Date</u>	<u>RATEPAYER CONCERNS</u>
	- Elk Ridge Resort - raised concern regarding hardness of water
	*** Call Sask Environment to report nuisance wildlife ***

Report Date
2025-06-13 10:39 AM

RESORT VILLAGE OF ELK RIDGE
Water & Sewer Utility
For the Period Ending May 31, 2025

Page 1

	Current	Year To Date	Budget	Variance	%
Revenues					
Fees & Charges					
440-110-100 - Water - Residential		69,315.39	300,000.00	(230,684.61)	76.89-
440-130-100 - Water - Commercial		23,731.42	100,000.00	(76,268.58)	76.27-
440-140-100 - Water - Connection Fees			20,000.00	(20,000.00)	100.00-
440-160-500 - Water - Interest Charges	103.63	393.54	3,000.00	(2,606.46)	86.88-
440-190-900 - Water - Other Revenue		13,759.45	2,000.00	11,759.45	587.97
440-200-100 - Sewer - Residential		1,726.78		1,726.78	
440-220-100 - Sewer Fees			80,000.00	(80,000.00)	100.00-
440-230-100 - Sewer - Commercial		2,156.98		2,156.98	
440-290-900 - Sewer - Other Revenue			500.00	(500.00)	100.00-
Investment Income and Commissions					
470-100-200 - Interest Revenue - Utility	483.73	2,546.02		2,546.02	
470-120-100 - Utility Interest Revenue			50,000.00	(50,000.00)	100.00-
Total Revenues:	587.36	113,629.58	555,500.00	(441,870.42)	79.54-
Expenditures					
Water & Sewer Expenditures					
580-110-120 - UT - Water - Salaries - Operators	7,160.50	41,942.32	125,000.00	83,057.68	66.45
580-120-120 - UT - Water - Benefits - Operators	2,051.62	10,791.02	35,000.00	24,208.98	69.17
580-200-110 - UT - Water - Legal Fees		1,261.56	5,000.00	3,738.44	74.77
580-200-120 - UT - Water - CS - Engineering		7,250.00	12,000.00	4,750.00	39.58
580-200-130 - UT - Water - CS - Audit/Accounting		9,646.00		(9,646.00)	
580-200-200 - UT - Water - Joint Committee Expense	98.70	98.70		(98.70)	
580-210-100 - UT - Water - CS - Advertising			500.00	500.00	100.00
580-220-100 - UT - Water - CS - Licenses & Permits	200.00	399.36	1,500.00	1,100.64	73.38
580-230-100 - UT - Water - CS - Mileage		1,055.60	2,000.00	944.40	47.22
580-230-110 - UT - Water - CS - Hotel/Meals/Park			1,000.00	1,000.00	100.00
580-230-120 - UT - Water - CS - Workshops/Training			2,000.00	2,000.00	100.00
580-240-100 - UT - Water - CS - General Insurance		20,092.00	20,100.00	8.00	0.04
580-280-100 - UT - Water - CS - Building Maint.			1,000.00	1,000.00	100.00
580-285-110 - UT - Cont. Repairs - Hydrant & Valves			1,000.00	1,000.00	100.00
580-285-120 - UT - Cont. Repairs - Well Rehabilitation			2,000.00	2,000.00	100.00
580-285-130 - UT - Water - Cont. Repairs - Wells			2,000.00	2,000.00	100.00
580-285-140 - UT - Water - Cont. Repairs - W.T.P.			2,000.00	2,000.00	100.00
580-285-150 - UT - Water - Cont. Repairs - Line Repa			2,000.00	2,000.00	100.00
580-290-100 - UT - Water - CS - Laboratory Testing		1,314.34	7,500.00	6,185.66	82.48
580-290-900 - Other Water Contracts			20,000.00	20,000.00	100.00
580-300-110 - UT - Water - Heat		985.75	3,000.00	2,014.25	67.14
580-300-120 - UT - Water - Power	1,001.58	5,035.40	20,000.00	14,964.60	74.82
580-300-140 - UT - Water - Telephone	134.29	706.27	2,000.00	1,293.73	64.69
580-400-110 - UT - Water - M&S - Stationery/Supply			500.00	500.00	100.00
580-430-100 - UT - Water - Materials & Supplies		50.65		(50.65)	
580-430-120 - UT - Water - Mats & Suppl - Public We			500.00	500.00	100.00
580-430-130 - UT - Water - Mats & Suppl - WTP	87.66	6,498.63	5,000.00	(1,498.63)	29.97-
580-430-150 - UT - Water - Mats & Suppl - Fuel/Oil			500.00	500.00	100.00
580-440-110 - UT - Water - Small Tools & Equipment		1,075.90	1,000.00	(75.90)	7.59-
580-450-100 - UT - Water - Chemicals		3,508.65	12,000.00	8,491.35	70.76
580-700-110 - UT - Water - Interest		10.75		(10.75)	
585-285-110 - UT - Sewer - Cont Repairs - Lift Station		790.00		(790.00)	
585-285-120 - UT - Sewer - Cont Repairs - Line Repa			15,000.00	15,000.00	100.00
585-285-130 - UT - Sewer - Cont Repairs - Lagoon			10,000.00	10,000.00	100.00
585-430-110 - UT - Sewer - Lift Stations		14.29	1,000.00	985.71	98.57

Report Date
2025-06-13 10:39 AM

RESORT VILLAGE OF ELK RIDGE
Water & Sewer Utility
For the Period Ending May 31, 2025

Page 2

	Current	Year To Date	Budget	Variance	%
585-430-130 - UT - Sewer - Lagoon			1,000.00	1,000.00	100.00
585-440-100 - UT - Sewer - Shop Supplies		43.67		(43.67)	
585-450-100 - UT - Sewer - Chemicals	2,904.40	2,904.40	3,000.00	95.60	3.19
Total Expenditures:	13,638.75	115,475.26	316,100.00	200,624.74	63.47
 Change in Net Financial Assets	 (13,051.39)	 (1,845.68)	 239,400.00	 (241,245.68)	 100.77-
 Operating Surplus/Deficit (Chg in Net Asst)	 (13,051.39)	 (1,845.68)	 239,400.00	 (241,245.68)	 100.77-

Report Date
2025-06-13 10:37 AM

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

Page 1

	Current	Year To Date	Budget	Prior Year Actual
REVENUES				
TAXATION				
Municipal Taxes				
410-110-100 - General Municipal Levy			312,495.19	
410-130-100 - Discount on Municipal Tax - Property		(1,659.30)	(3,000.00)	(1,385.53)
	0.00	(1,659.30)	309,495.19	(1,385.53)
Penalties on Tax Arrears				
410-400-110 - Penalty on Mun Taxes Current - Property			1,500.00	
410-400-210 - Penalty on Mun Taxes Arrears - Property	47.05	254.20	1,000.00	599.14
	47.05	254.20	2,500.00	599.14
TOTAL TAXATION:	47.05	(1,405.10)	311,995.19	(786.39)
FEES AND CHARGES				
Other				
Tax Certificate				
420-800-100 - F&C - Tax Certificate	50.00	150.00	500.00	175.00
	50.00	150.00	500.00	175.00
General Office Services Provided				
420-800-200 - F&C - General Office Services Provided			350.00	
	0.00	0.00	350.00	0.00
	50.00	150.00	850.00	175.00
TOTAL FEES AND CHARGES:	50.00	150.00	850.00	175.00
MAINTENANCE AND DEVELOPMENT CHARGES				
Development Charges				
430-200-100 - M&D - Building/Development Permits		470.00	6,000.00	
	0.00	470.00	6,000.00	0.00
Public Reserve				
430-400-100 - M & D - RV Park fees			23,600.00	
	0.00	0.00	23,600.00	0.00
TOTAL MAINTENANCE AND DEVELOPMENT CHARGE	0.00	470.00	29,600.00	0.00
UTILITIES				
Water				
440-110-100 - Water - Residential		69,315.39	300,000.00	
440-130-100 - Water - Commercial		23,731.42	100,000.00	
440-140-100 - Water - Connection Fees			20,000.00	
440-160-500 - Water - Interest Charges	103.63	393.54	3,000.00	
440-190-900 - Water - Other Revenue		13,759.45	2,000.00	
	103.63	107,199.80	425,000.00	0.00
Sewer				
440-200-100 - Sewer - Residential		1,726.78		

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

Page 2

	Current	Year To Date	Budget	Prior Year Actual
440-220-100 - Sewer Fees			80,000.00	
440-230-100 - Sewer - Commercial		2,156.98		
440-290-900 - Sewer - Other Revenue			500.00	
	0.00	3,883.76	80,500.00	0.00
TOTAL UTILITIES:	103.63	111,083.56	505,500.00	0.00
UNCONDITIONAL TRANSFERS				
Unconditional Transfers				
450-110-100 - Unconditional - (Revenue Sharing)			40,936.00	
	0.00	0.00	40,936.00	0.00
TOTAL UNCONDITIONAL TRANSFERS:	0.00	0.00	40,936.00	0.00
CONDITIONAL GRANTS				
Federal				
450-240-100 - Conditional - Federal - CCBF		8,052.00	8,052.00	
	0.00	8,052.00	8,052.00	0.00
Local				
450-400-100 - Conditional - Local - MMSW	448.35	911.34	2,000.00	448.35
450-420-100 - Conditional - Local - SK Lott/Comm Grant			1,445.00	975.00
	448.35	911.34	3,445.00	1,423.35
TOTAL CONDITIONAL GRANTS:	448.35	8,963.34	11,497.00	1,423.35
INVESTMENT INCOME AND COMMISSIONS				
Investment and Income Revenue				
470-100-100 - Interest Revenue - General	770.21	3,981.31	30,000.00	
470-100-200 - Interest Revenue - Utility	483.73	2,546.02		
470-120-100 - Utility Interest Revenue			50,000.00	
	1,253.94	6,527.33	80,000.00	0.00
TOTAL INVESTMENT INCOME AND COMMISSIONS:	1,253.94	6,527.33	80,000.00	0.00
OTHER REVENUES				
Other Revenue				
480-900-900 - Miscellaneous Revenue				7,374.29
	0.00	0.00	0.00	7,374.29
TOTAL OTHER REVENUES:	0.00	0.00	0.00	7,374.29
TOTAL REVENUES:	1,902.97	125,789.13	980,378.19	8,186.25

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

	Current	Year To Date	Budget	Prior Year Actual
EXPENDITURES				
GENERAL GOVERNMENT SERVICES				
Wages & Benefits				
Wages				
510-110-110 - GG - Council - Indemnity	1,450.00	7,012.50	16,000.00	6,050.00
	1,450.00	7,012.50	16,000.00	6,050.00
510-110-230 - GG - Wages - Administrator	3,831.52	19,843.99	55,000.00	11,561.44
	5,281.52	26,856.49	71,000.00	17,611.44
Benefits				
510-120-110 - GG - Council - Payroll Benefits	22.96	105.17	300.00	
	22.96	105.17	300.00	0.00
510-120-230 - GG - Benefits - Administration	608.72	3,155.52	9,000.00	1,808.12
510-130-230 - GG - Benefits - Group Insurance	233.62	908.54	2,000.00	51.82
510-130-234 - GG - Benefits - Worker Compensation			1,000.00	668.69
	865.30	4,169.23	12,300.00	2,528.63
	6,146.82	31,025.72	83,300.00	20,140.07
Professional/Contract Services				
510-200-110 - GG - Cont. - Legal	1,743.70	2,499.70	5,000.00	
510-200-130 - GG - Cont. - Audit/Accounting	9,540.00	9,540.00	10,000.00	3,856.20
510-200-150 - GG - Cont. - Assessment - SAMA		5,984.00	5,984.00	5,655.00
510-200-170 - GG - Cont. - Advertising		564.18	1,000.00	148.56
510-200-190 - GG - Cont. - Office Rent	500.00	2,700.00	6,000.00	2,500.00
510-210-120 - GG - Cont. - Council - Mileage			1,500.00	80.30
510-210-140 - GG - Cont. - Council Hotel/Meals/Parking			2,000.00	
510-210-150 - GG - Cont. - Council - Workshops/Meeting	200.00	9,840.59	1,500.00	
510-210-160 - GG - Cont. - Admin Mileage		351.00	1,000.00	388.28
510-210-170 - GG - Cont. - Admin Hotel/Meals/Parking		483.36	1,000.00	524.04
510-210-180 - GG - Cont. - Admin Workshops/Conf Fees		300.00	500.00	300.00
510-230-100 - GG - Cont. - Insurance - General & Bond		2,768.00	2,800.00	2,139.00
510-240-100 - GG - Cont. - Memberships & Subscriptions	632.38	2,037.37	1,000.00	1,371.32
510-250-150 - GG - Cont. - Software/Hardware Contracts	7,420.00	9,001.48	25,000.00	13,934.61
510-250-200 - GG - Cont. - Public Relations			2,500.00	
510-260-100 - GG - Cont. - Tax Enforcement/Collection			1,000.00	
510-260-150 - GG - Cont. - Elections			2,500.00	
510-280-100 - GG - Cont. - Printer Lease/Copies	132.76	886.27	1,500.00	207.60
510-280-150 - GG - Cont. - Mentoring	880.00	2,553.13	2,500.00	3,199.20
510-280-160 - GG - Cont. - Mentor Mileage	189.10	189.10		
510-280-170 - GG - Cont. - Assessment Appeals			600.00	472.50
510-290-100 - GG - Cont. - Bank Charges	16.50	120.50	500.00	186.25
	21,254.44	49,818.68	75,384.00	34,962.86
Utilities				
510-300-140 - GG - Utility - Internet			200.00	75.35
510-300-141 - GG - Utility - Cell Phone	83.90	455.70	1,500.00	360.83
	83.90	455.70	1,700.00	436.18
Maintenance, Material and Supplies				
510-400-110 - GG - M&S - Postage		372.00	1,000.00	276.00
510-410-140 - GG - M&S - Office Supplies		1,332.81	3,000.00	161.69

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

	Current	Year To Date	Budget	Prior Year Actual
510-440-100 - GG - M&S - Data Processing Supplies		63.60	500.00	
510-450-100 - GG - M&S - Election Supplies			200.00	
	0.00	1,768.41	4,700.00	437.69
Grants and Contributions				
510-500-110 - GG - Grants and Contributions			1,000.00	
	0.00	0.00	1,000.00	0.00
Other				
510-900-110 - GG - Other	28.00	99.01		10.00
	28.00	99.01	0.00	10.00
TOTAL GENERAL GOVERNMENT SERVICES:	27,513.16	83,167.52	166,084.00	55,986.80
PROTECTIVE SERVICES				
POLICE PROTECTION				
Professional/Contractual Services				
520-210-100 - PS - Police - RCMP Contract			5,500.00	
	0.00	0.00	5,500.00	0.00
Other				
521-210-100 - PS - Security - Cameras Expenses			1,000.00	
	0.00	0.00	1,000.00	0.00
TOTAL POLICE PROTECTION:	0.00	0.00	6,500.00	0.00
FIRE PROTECTION				
Professional/Contractual Services				
525-210-110 - PS - Fire - EMO Contracted Services			3,000.00	
525-210-200 - PS Fire Contract Services			28,000.00	
525-210-210 - PS Fire Dispatch Services			250.00	186.90
525-260-100 - PS - Fire - Contract Other		178.00		
	0.00	178.00	31,250.00	186.90
TOTAL FIRE PROTECTION:	0.00	178.00	31,250.00	186.90
TOTAL PROTECTIVE SERVICES:	0.00	178.00	37,750.00	186.90
TRANSPORTATION SERVICES				
MAINTENANCE				
Professional/Contractual Services				
530-210-110 - TS - Contract - Mowing			7,500.00	
530-210-120 - TS - Contract - Street Sweeping		6,570.94	7,500.00	6,570.94
530-210-130 - TS - Contract - Snow Removal		9,404.56	20,000.00	8,353.24
530-210-140 - TS - Contract - Line Painting			1,500.00	
530-210-150 - TS - Contract - Dust Control			3,000.00	
	0.00	15,975.50	39,500.00	14,924.18
Utilities				
530-300-110 - TS - Utility - Heat		431.78	1,500.00	433.01
530-300-120 - TS - Utility - Power			1,200.00	551.56
530-310-100 - TS - Utility - Power - Street Lights	839.05	3,397.47	12,000.00	4,245.15
	839.05	3,829.25	14,700.00	5,229.72
Maintenance, Materials & Supplies				

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

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	Current	Year To Date	Budget	Prior Year Actual
530-470-100 - TS - M&S - Road/Street Signs			1,500.00	
	0.00	0.00	1,500.00	0.00
TOTAL MAINTENANCE:	839.05	19,804.75	55,700.00	20,153.90
CONSTRUCTION				
Capital Expenditures				
535-600-699 - TS-Const - Amort-Infrastructure			15,000.00	
	0.00	0.00	15,000.00	0.00
TOTAL CONSTRUCTION:	0.00	0.00	15,000.00	0.00
TOTAL TRANSPORTATION SERVICES:	839.05	19,804.75	70,700.00	20,153.90
ENVIRONMENTAL SERVICES				
Professional/Contractual Services				
540-200-110 - EH&W - Cont. - Waste Collection/Disposal	685.60	2,307.26	10,000.00	2,039.29
540-200-120 - EH&W - Cont. - Recycle Contract	1,227.80	3,420.90	12,000.00	2,882.10
540-210-300 - EH&W - Cont. - Other Services				12,995.00
540-210-310 - EH&W - Cont. - Waste Bin Monitoring	175.00	975.00	2,250.00	875.00
540-230-100 - EH Memberships			475.00	
	2,088.40	6,703.16	24,725.00	18,791.39
TOTAL ENVIRONMENTAL SERVICES:	2,088.40	6,703.16	24,725.00	18,791.39
PLANNING AND DEVELOPMENT SERVICES				
Professional/Contractual Services				
560-200-110 - P&D - Cont. - Planning & Zoning			12,000.00	
560-200-120 - P&D - Cont. - Building Inspections		160.00	10,000.00	
560-200-130 - P&D - Cont. - Website Contract			500.00	
560-250-100 - P&D - Cont.- Development Appeals Exp			450.00	
	0.00	160.00	22,950.00	0.00
TOTAL PLANNING AND DEVELOPMENT SERVICES:	0.00	160.00	22,950.00	0.00
RECREATION AND CULTURAL SERVICES				
Professional/Contractual Services				
570-290-100 - R&C - Cont. - Library			2,200.00	
	0.00	0.00	2,200.00	0.00
Maintenance, Materials and Supplies				
570-420-190 - R&C - M&S - Other Supplies			2,000.00	
	0.00	0.00	2,000.00	0.00
Grants and Contributions				
570-500-120 - R&C - Grants - Community Rec Initiative		12,000.00	12,000.00	
	0.00	12,000.00	12,000.00	0.00
TOTAL RECREATION AND CULTURAL SERVICES:	0.00	12,000.00	16,200.00	0.00
TOTAL EXPENDITURES:	30,440.61	122,013.43	338,409.00	95,118.99

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

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	Current	Year To Date	Budget	Prior Year Actual
CHANGE IN NET-FINANCIAL ASSETS				
Revenues	1,902.97	125,789.13	980,378.19	8,186.25
Expenditures	30,440.61	122,013.43	338,409.00	95,118.99
CHANGE IN NET FINANCIAL ASSETS	(28,537.64)	3,775.70	641,969.19	(86,932.74)
OPERATING SURPLUS/DEFICIT (Chg in Net Asst)	(28,537.64)	3,775.70	641,969.19	(86,932.74)
Transfers				
Transfers Out			(60,000.00)	
Total Transfers:	0.00	0.00	(60,000.00)	0.00
CHANGE IN GENERAL SURPLUS	(28,537.64)	3,775.70	581,969.19	(86,932.74)

May 31, 2025

Affinity Bank Balance

As of May 31, 2025

\$ 453,312.96

Add:

Outstanding Deposits: 387.15

Less:

Outstanding Payments (See attached) \$ 64,619.46

\$ -

Reserve Transfers not Transferred Yet \$ 180,000.00

Reconciled Balance \$ 209,080.65

General Ledger Bank Balance at Month End (110-110-120) \$ 209,080.65

\$ -

GL Entries

DR

CR

1	Bank Charges	16.50	
	Bank		16.50
	Record Dec Bank Charges		
2	Bank	770.21	
	Interest Revenue		770.21
	Interest Earned		

List of Outstanding Cheques

361	John Brooks Co.	4,505.93
369	Board of Examiners	644.00
370	John Brooks Co.	33,309.63
371	Jensen Stromberg	9,990.00
372	JS Industries	3,251.40

OB	SaskPower	1,927.45
OB	SaskTel	140.62

eTr	Greenland Waste	2,009.07
etr	Elk Ridge Resort	210.00
etr	Minister of Finance	3,750.04
etr	CRA	3,698.78
etr	De Lage Landen Fin.	123.31
eTr	Acquifer Group of Co.	1,059.23

Total Outstanding Cheques 64,619.46

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Resort Village of Elk Ridge
List of Accounts for Payment
Batch: 2025-00036 to 2025-00049

Page 1

Bank Code: Bank1 - Main Demand

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Payment Amount
369	2025-05-29	Board of Examiners	644.00
370	2025-05-29	JOHN BROOKS COMPANY LTD	33,309.63
371	2025-05-30	JENSEN STROMBERG	9,990.00
372	2025-05-31	JS INDUSTRIES INC.	3,251.40
Total Computer Cheque:			47,195.03

E-TRANSFER

Payment #	Date	Vendor Name	Payment Amount
2025-0051	2025-05-06	ELK RIDGE RESORT	525.00
2025-0052	2025-05-06	NICOLE LERAT	1,122.56
2025-0053	2025-05-07	Gary Provencher	175.00
2025-0054	2025-05-07	NICOLE SAWCHUK LAW	1,929.59
2025-0055	2025-05-31	CANADA REVENUE AGENCY	3,698.78
2025-0056	2025-05-31	ELK RIDGE RESORT	210.00
2025-0057	2025-05-31	GREENLAND WASTE DISPOSAL LTD.	2,009.07
2025-0058	2025-05-31	MINISTRY OF FINANCE	3,750.04
2025-0059	2025-06-11	AQUIFER GROUP OF COMPANIES	906.65
2025-0060	2025-06-11	BONNEAU, MICHELE	346.08
2025-0061	2025-06-11	ELK RIDGE RESORT	525.00
2025-0062	2025-06-11	Gary Provencher	175.00
2025-0063	2025-06-11	MUNISOFT	967.18
2025-0064	2025-06-12	LAKELAND EXCAVATING SERVICES LTD.	427.35
2025-0065	2025-06-02	BONNEAU, MICHELE	62.56
2025-0066	2025-06-09	NELSON, G. RUSSELL	65.28
2025-0067	2025-06-11	WIEBE, GLEN	231.20
Total E-Transfer:			17,126.34

ONLINE BANKING

Payment #	Date	Vendor Name	Payment Amount
2025-0033	2025-05-21	Sasktel	87.41
2025-0034	2025-05-26	SUCCESS OFFICE SYSTEMS	15.75
2025-0035	2025-05-26	Sasktel	140.62
2025-0036	2025-05-31	De Lage Landen Financial Services Canada	123.31
2025-0037	2025-05-31	Saskpower	1,927.45
2025-0038	2025-06-11	AFFINITY MASTERCARD	1,437.42
2025-0039	2025-06-27	SASKENERGY	190.77
2025-0040	2025-05-15	SUMA Group Benefits	889.50
Total Online Banking:			4,812.23

CAPT CREDIT

Payment #	Date	Vendor Name	Payment Amount
202505-01	2025-05-29	CATALIS TECHNOLOGIES CANADA LTD	7,770.00
Total CAPT Credit:			7,770.00

Total Bank1: 76,903.60

Mayor

Administrator



RESORT VILLAGE OF ELK RIDGE

BYLAW NO 2025-04

A BYLAW TO PROVIDE FOR THE PROTECTION OF PUBLIC WATER SUPPLIES

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

1. No person shall connect any spray apparatus to a municipal water line.
2. Any person found guilty of an infraction of any of the provisions of this bylaw shall be liable to the penalties provided in the General Penalty Bylaw 05-2022.
3. This bylaw shall come into effect on the day of its final passing.

{Seal}

Mayor

CAO

Read a third time and adopted
this ____ day of _____.