

RESORT VILLAGE OF FORT SAN
AGENDA
Regular Meeting of Council
7:00 p.m.

Tuesday, January 23, 2018

1. Call to Order
2. Delegate
3. Approval of Agenda
4. Adoption of Minutes
 - a. November 28, 2017 – regular meeting
 - b. December 12, 2017 no meeting
5. Business Arising From Minutes
6. Bylaws
7. Communication
 - a. North Valley Waste Management Authority Inc. – minutes November 20, 2017
 - b. Professional Building inspections Inc. – newsletter
 - c. PARCS update #81 and #82
 - d. East Central Transportation Planning Committee – membership
 - e. HUB Insurance
 - f. Education Property Tax - exemption/abatement application process
8. Reports
 - a. B. Redman – North Valley Waste Management Inc.
 - b. J. Naumetz – Regional Library
 - c. S. Helfrick - Calling Lakes District Planning Commission
 - d. M. Johnson – Administration
9. Accounts for Payment / Statement of Financial Activities
10. Unfinished Business
 - a. SUMA - convention February 4-7, 2018
 - b. SUMA – membership dues
11. New Business
 - a. HUB International – insurance
 - b. Sask. Lotteries Allocation
 - c. Federation of Canadian Municipalities – Membership
 - d. Professional Building Inspection Inc. certificate of appointment Myron Stenka
 - e. Fort Pickleball Club
12. Adjournment

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Resort Village of Fort San
Regular meeting of Council held in the Resort Village Council Chambers
Fort Qu'Appelle Saskatchewan
7:00 p.m. Tuesday, January 23, 2018

Present:	Mayor:	Blair Walkington
	Council Members:	John Naumetz
		Steve Helfrick
		Don Williams
	Administrator:	Marcy Johnson
	Absent:	Brad Redman

A quorum being present, Mayor B. Walkington called the meeting to order at 7:05 p.m.

18-001 AGENDA / J. NAUMETZ

"THAT the Fort San Resort Village agenda be adopted as presented."

CARRIED

18-002 MINUTES / S. HELFRICK

"THAT the minutes of the Fort San Resort Village regular meeting of Council held November 28, 2017 be adopted as presented."

CARRIED

18-003 COMMUNICATION / D. WILLIAMS

"THAT the following communication be filed as presented:

- a. North Valley Waste Management Authority Inc. – minutes November 20, 2017
- b. Professional Building inspections Inc. – newsletter
- c. PARCS update #81 and #82
- d. East Central Transportation Planning Committee – membership
- e. HUB Insurance
- f. Education Property Tax - exemption/abatement application process."

CARRIED

18-004 REPORTS / J. NAUMETZ

"THAT the verbal reports from:

- a. No report – North Valley Waste Management Inc.
- b. J. Naumetz – Regional Library – no report
- c. S. Helfrick – Calling Lakes District Planning Commission
- d. M. Johnson – Administration – budget capital & audit be accepted as presented."

CARRIED

18-005 ACCOUNTS FOR PAYMENT / S. HELFICK

"THAT the list of accounts attached hereto and forming a part of these minutes cheque numbers 5034 to 5057 totalling \$39,066.01 with the exclusion of cheque number 5051 for \$144.82 that is void, is hereby approved by Resort Village Council for payment."

CARRIED

18-006 FINANCIAL STATEMENT/ D. WILLIAMS

"THAT the Statement of Financial Activities for the month of November and December 2017, attached and forming a part of these minutes, be accepted as presented."

CARRIED

18-007 BANK RECONCILIATION / D. WILLIAMS

"THAT the Bank Reconciliation for the month of November and December 2017, attached and forming a part of these minutes, be accepted as presented."

CARRIED

18-008 ADJOURNMENT / J. NAUMETZ

"THAT the meeting of the Resort Village of Fort San Council be adjourned at 8:30 pm."

CARRIED

Approved this 27 day of February, 2018.

Mayor

Administrator

Next meeting: Regular Meeting Tuesday, February 27, 2018 7:00 pm

Report Date
1/19/2018 2:23 PM

Resort Village of Fort San
List of Accounts for Approval
As of 1/19/2018
Batch: 2017-00058 to 2018-00002

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
5034	11/30/2017	Fort Winter Festival 03/18	Advertising	500.00	500.00
5035	11/30/2017	Prairie Valley S. D. #208 Nov 2017	Taxes Collected	829.11	829.11
5036	11/30/2017	Sask Power 11/20/17	Street Lights	953.61	953.61
5037	12/12/2017	Brown, Jeff 3416318	Christmas 2017	1,274.00	1,274.00
5038	12/12/2017	Grasslands News Group 00032030	Advertising	15.75	15.75
5039	12/12/2017	Helfrick, Steve Nov 2017	Indemnity	400.00	400.00
5040	12/12/2017	HUB International 85006137-3	Insurance Policy	1,814.72	1,814.72
5041	12/12/2017	Jackson Bros. Bobcat Services 45/17 16/17	Maintenance-Salt/sand Contract-Walkway	945.00 210.00	1,155.00
5042	12/12/2017	Minister Of Finance RP-2017-19	Contract-Police	9,389.98	9,389.98
5043	12/12/2017	Professional Building 17113085	Building Permits	274.75	274.75
5044	12/31/2017	R.M. of North Qu'Appelle No187 2017-00130	Office Services	3,416.66	3,416.66
5045	12/31/2017	Valley Lawn Services Dec 2017	Contract	1,750.00	1,750.00
5046	12/31/2017	Grasslands News Group 00032842	Advertising	38.81	38.81
5047	12/31/2017	Prairie Valley S. D. #208 Dec 2017	Remittance	11,170.91	11,170.91
5048	12/31/2017	Professional Building 17123185	Bldg. Permit	470.76	470.76
5049	12/31/2017	Sask Power 12/18/17	Street lights	953.61	953.61
5050	1/23/2018	Apex Enterprizes LTD. 1410 1418	Gravel/Sand Salt/Sand	304.70 869.13	1,173.83
5051	1/23/2018	Federation of Canadian INV08514-W4L4M3	Membership 2018	144.82	144.82
5052	1/23/2018	Provincial Emergency Invoice00008808	Policing- Dispatch	277.50	277.50
5053	1/23/2018	Southeast Regional Library 2018	Library Fee 2018	1,222.11	1,222.11
5054	1/23/2018	SUMA - Saskatchewan Urban 000079398	Membership 2018	695.30	695.30
5055	1/23/2018	Taxervice 2330235	Tax Enforcement	33.60	33.60
5056	1/23/2018	UMAAS 2018	Membership	185.00	185.00
5057	1/23/2018	Valley Lawn Services 5172	Contract	1,071.00	1,071.00
Total for AP:					39,210.83

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Report Date
1/19/2018 2:23 PM

Resort Village of Fort San
List of Accounts for Approval
As of 1/19/2018
Batch: 2017-00058 to 2018-00002

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This January 19, 2018



Resort Village of Fort San
Statement of Financial Activities - Condensed
For the Period Ending November 30, 2017

	Current	Year To Date	Budget	Variance	%
REVENUES					
Taxation					
Municipal Taxes					
General Municipal Levy		170,682.55	172,062.00	(1,379.45)	0.80-
Abatements and Adjustments			1,000.00	(1,000.00)	100.00-
Discount on Current Year Taxes	(7.13)	(22,631.96)	(22,000.00)	(631.96)	2.87-
Net Municipal Taxes	(7.13)	148,050.59	151,062.00	(3,011.41)	1.99-
Penalties on Tax Arrears	112.75	1,582.46	1,500.00	82.46	5.50
Total Taxation:	105.62	149,633.05	152,562.00	(2,928.95)	1.92-
Fees and Charges					
Custom Work	7.88	94.38		94.38	
Sale of Supplies and Gravel		1,266.00		1,266.00	
Licenses and Permits	2,585.00	6,185.00	4,500.00	1,685.00	37.44
General Office Services		375.00	200.00	175.00	87.50
Total Fees and Charges:	2,592.88	7,920.38	4,700.00	3,220.38	68.52
Unconditional Transfers					
Unconditional Transfers		49,252.00	49,252.00		
Total Unconditional Transfers:	0.00	49,252.00	49,252.00	0.00	0.00
Conditional Grants					
Federal		11,369.60	11,145.00	224.60	2.02
Total Conditional Grants:	0.00	11,369.60	11,145.00	224.60	2.02
Investment Income and Commissions					
Investment and Income Revenue	37.85	436.48	2,000.00	(1,563.52)	78.18-
Total Investment Income and Commissions:	37.85	436.48	2,000.00	(1,563.52)	78.18-
Total REVENUES:	2,736.35	218,611.51	219,659.00	(1,047.49)	0.48-
EXPENDITURES					
General Government Services					
Wages	2,100.00	2,100.00	2,000.00	(100.00)	5.00-
Benefits		423.88	300.00	(123.88)	41.29-
Professional/Contract Services	5,443.71	56,951.34	62,650.00	5,698.66	9.10
Maintenance, Material and Supplies		185.99	1,000.00	814.01	81.40
Grants and Contributions	100.00	954.70	500.00	(454.70)	90.94-
Other			500.00	500.00	100.00
Total General Government Services:	7,643.71	60,615.91	66,950.00	6,334.09	9.46
Protective Services					
Police Protection					
Contractual Services		233.75	8,000.00	7,766.25	97.08
Total Police Protection:	0.00	233.75	8,000.00	7,766.25	97.08
Fire Protection					
Professional/Contractual Services		4,518.40	4,740.00	221.60	4.68
Total Fire Protection:	0.00	4,518.40	4,740.00	221.60	4.68
Total Protective Services:	0.00	4,752.15	12,740.00	7,987.85	62.70
Transportation Services					
Maintenance					
Professional/Contractual Services	320.00	23,734.25	25,000.00	1,265.75	5.06
Utilities	908.20	9,978.03	10,500.00	521.97	4.97
Maintenance, Materials & Supplies	241.68	41,111.68	42,250.00	1,138.32	2.69
Capital Expenditures			14,000.00	14,000.00	100.00
Total Maintenance:	1,469.88	74,823.96	91,750.00	16,926.04	18.45
Snow Removal					
Maintenance, Materials & Supplies		1,000.00	6,000.00	5,000.00	83.33
Total Snow Removal:	0.00	1,000.00	6,000.00	5,000.00	83.33
Total Transportation Services:	1,469.88	75,823.96	97,750.00	21,926.04	22.43
Environmental Services					

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Resort Village of Fort San
Statement of Financial Activities - Condensed
For the Period Ending November 30, 2017

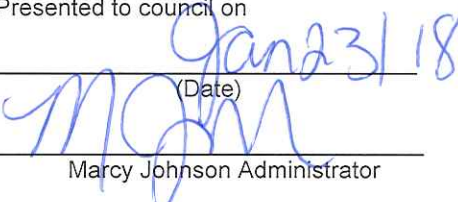
	Current	Year To Date	Budget	Variance	%
Professional/Contractual Services	17,304.34	43,413.71	52,500.00	9,086.29	17.31
Total Environmental Services:	17,304.34	43,413.71	52,500.00	9,086.29	17.31
Planning and Development Services					
Professional/Contractual Services		45.00		(45.00)	
Total Planning and Development Services:	0.00	45.00	0.00	(45.00)	0.00
Recreation and Cultural Services					
Grants and Contributions		3,558.87	5,000.00	1,441.13	28.82
Total Recreation and Cultural Services:	0.00	3,558.87	5,000.00	1,441.13	28.82
Total EXPENDITURES:	26,417.93	188,209.60	234,940.00	46,730.40	19.89
CHANGE IN NET FINANCIAL ASSETS					
REVENUES	2,736.35	218,611.51	219,659.00	(1,047.49)	0.48-
EXPENDITURES	26,417.93	188,209.60	234,940.00	46,730.40	19.89
CHANGE IN NET FINANCIAL ASSETS	(23,681.58)	30,401.91	(15,281.00)	45,682.91	298.95
Change in Non-Financial Assets	(103.00)	(125.00)		(125.00)	
TRANSFERS			(6,283.00)	(6,283.00)	100.00-
Change in Surplus	(23,578.58)	30,526.91	(8,998.00)	39,524.91	439.26

Account Balances	Current	Year to Date	Balance
Cash and Investments			
Cash - On Hand - Petty Cash			50.00
Cash - Bank - Demand	(25,151.22)	16,794.86	181,155.36
Cash - Bank - Term Deposit		365.56	160,379.60
Total Cash and Investments:	(25,151.22)	17,160.42	341,584.96
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(616.29)	16,896.63	21,089.24
Municipal - Tax Receivable - Arrears	(153.85)	(5,765.80)	1,065.42
Municipal - Tax Enforcement	12.20	92.02	1,353.46
Total Municipal Taxes Receivable:	(757.94)	11,222.85	23,508.12

Certified correct and in accordance with the records

Presented to council on


Blair Walkington Mayor


Marcy Johnson Administrator

Resort Village of Fort San
Statement of Financial Activities - Condensed
For the Period Ending December 31, 2017

	Current	Year To Date	Budget	Variance	%
REVENUES					
Taxation					
Municipal Taxes					
General Municipal Levy		170,682.55	172,062.00	(1,379.45)	0.80-
Abatements and Adjustments			1,000.00	(1,000.00)	100.00-
Discount on Current Year Taxes	(7.39)	(22,639.35)	(22,000.00)	(639.35)	2.91-
Net Municipal Taxes	(7.39)	148,043.20	151,062.00	(3,018.80)	2.00-
Penalties on Tax Arrears	110.76	1,693.22	1,500.00	193.22	12.88
Total Taxation:	103.37	149,736.42	152,562.00	(2,825.58)	1.85-
Fees and Charges					
Custom Work	5.00	99.38		99.38	
Sale of Supplies and Gravel		1,266.00		1,266.00	
Licenses and Permits		6,185.00	4,500.00	1,685.00	37.44
General Office Services		375.00	200.00	175.00	87.50
Total Fees and Charges:	5.00	7,925.38	4,700.00	3,225.38	68.63
Unconditional Transfers					
Unconditional Transfers		49,252.00	49,252.00		
Total Unconditional Transfers:	0.00	49,252.00	49,252.00	0.00	0.00
Conditional Grants					
Federal		11,369.60	11,145.00	224.60	2.02
Total Conditional Grants:	0.00	11,369.60	11,145.00	224.60	2.02
Investment Income and Commissions					
Investment and Income Revenue	670.01	1,106.49	2,000.00	(893.51)	44.68-
Total Investment Income and Commissions:	670.01	1,106.49	2,000.00	(893.51)	44.68-
Total REVENUES:	778.38	219,389.89	219,659.00	(269.11)	0.12-
EXPENDITURES					
General Government Services					
Wages	400.00	2,500.00	2,000.00	(500.00)	25.00-
Benefits		423.88	300.00	(123.88)	41.29-
Professional/Contract Services	6,068.85	63,020.19	62,650.00	(370.19)	0.59-
Maintenance, Material and Supplies		185.99	1,000.00	814.01	81.40
Grants and Contributions		954.70	500.00	(454.70)	90.94-
Other	1,229.50	1,229.50	500.00	(729.50)	145.90-
Total General Government Services:	7,698.35	68,314.26	66,950.00	(1,364.26)	2.04-
Protective Services					
Police Protection					
Contractual Services	9,389.98	9,623.73	8,000.00	(1,623.73)	20.30-
Total Police Protection:	9,389.98	9,623.73	8,000.00	(1,623.73)	20.30-
Fire Protection					
Professional/Contractual Services		4,518.40	4,740.00	221.60	4.68
Total Fire Protection:	0.00	4,518.40	4,740.00	221.60	4.68
Total Protective Services:	9,389.98	14,142.13	12,740.00	(1,402.13)	11.01-
Transportation Services					
Maintenance					
Professional/Contractual Services	200.00	23,934.25	25,000.00	1,065.75	4.26
Utilities	908.20	10,886.23	10,500.00	(386.23)	3.68-
Maintenance, Materials & Supplies		41,111.68	42,250.00	1,138.32	2.69
Capital Expenditures			14,000.00	14,000.00	100.00
Total Maintenance:	1,108.20	75,932.16	91,750.00	15,817.84	17.24
Snow Removal					
Maintenance, Materials & Supplies	900.00	1,900.00	6,000.00	4,100.00	68.33
Total Snow Removal:	900.00	1,900.00	6,000.00	4,100.00	68.33
Total Transportation Services:	2,008.20	77,832.16	97,750.00	19,917.84	20.38
Environmental Services					

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Resort Village of Fort San
Statement of Financial Activities - Condensed
For the Period Ending December 31, 2017

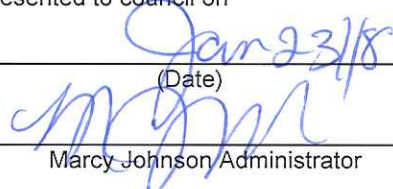
	Current	Year To Date	Budget	Variance	%
Professional/Contractual Services	1,666.67	45,080.38	52,500.00	7,419.62	14.13
Total Environmental Services:	1,666.67	45,080.38	52,500.00	7,419.62	14.13
Planning and Development Services					
Professional/Contractual Services		45.00		(45.00)	
Total Planning and Development Services:	0.00	45.00	0.00	(45.00)	0.00
Recreation and Cultural Services					
Grants and Contributions		3,558.87	5,000.00	1,441.13	28.82
Total Recreation and Cultural Services:	0.00	3,558.87	5,000.00	1,441.13	28.82
Total EXPENDITURES:	20,763.20	208,972.80	234,940.00	25,967.20	11.05
CHANGE IN NET FINANCIAL ASSETS					
REVENUES	778.38	219,389.89	219,659.00	(269.11)	0.12-
EXPENDITURES	20,763.20	208,972.80	234,940.00	25,967.20	11.05
CHANGE IN NET FINANCIAL ASSETS	(19,984.82)	10,417.09	(15,281.00)	25,698.09	168.17
Change in Non-Financial Assets		(125.00)		(125.00)	
TRANSFERS			(6,283.00)	(6,283.00)	100.00-
Change in Surplus	(19,984.82)	10,542.09	(8,998.00)	19,540.09	217.16

Account Balances	Current	Year to Date	Balance
Cash and Investments			
Cash - On Hand - Petty Cash			50.00
Cash - Bank - Demand	(10,911.20)	5,883.66	170,244.16
Cash - Bank - Term Deposit	635.95	1,001.51	161,015.55
Total Cash and Investments:	(10,275.25)	6,885.17	331,309.71
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(7,762.69)	9,133.94	13,326.55
Municipal - Tax Receivable - Arrears	(52.58)	(5,818.38)	1,012.84
Municipal - Tax Enforcement	12.20	104.22	1,365.66
Total Municipal Taxes Receivable:	(7,803.07)	3,419.78	15,705.05

Certified correct and in accordance with the records

Presented to council on


Blair Walkington Mayor


Marcy Johnson Administrator

Resort Village of Fort San
Bank Reconciliation - Detailed

CIBC

For Ending Date 12/31/2017

110-110-120 - Cash - Bank - Demand

GL Balance to 12/31/2017 170,228.60

Service Charges: -18.50
Interest Charges: 0.00
Interest Revenue: 34.06

Adjusted Book Balance 170,244.16

Bank Statement Balance: 189,442.96

Deposits in Transit

Count	Date	Source	Transaction Description	Sub	Amount
1	12/31/2017	2017-0103	Deposit Entry	RC	775.95
Subtotal:					775.95

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	11/30/2017	Ch 5034	Fort Winter Festival	AP	-500.00
2	12/12/2017	Ch 5037	Brown, Jeff	AP	-1,274.00
3	12/12/2017	Ch 5039	Helfrick, Steve	AP	-400.00
4	12/31/2017	Ch 5044	R.M. of North Qu'Appelle No187	AP	-3,416.66
5	12/31/2017	Ch 5045	Valley Lawn Services	AP	-1,750.00
6	12/31/2017	Ch 5046	Grasslands News Group	AP	-38.81
7	12/31/2017	Ch 5047	Prairie Valley S. D. #208	AP	-11,170.91
8	12/31/2017	Ch 5048	Professional Building	AP	-470.76
9	12/31/2017	Ch 5049	Sask Power	AP	-953.61
Subtotal:					-19,974.75

Total Uncleared: -19,198.80

Adjusted Bank Balance 170,244.16

Notes

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Resort Village of Fort San
Bank Reconciliation - Detailed

Conesus Credit Union *****4487
For Ending Date 12/31/2017

110-110-130 - Cash - Bank - Term Deposit
GL Balance to 12/31/2017 160,379.60

Service Charges: 0.00
Interest Charges: 0.00
Interest Revenue: 635.95

Adjusted Book Balance 161,015.55

Bank Statement Balance: 160,939.52

Deposits in Transit

Count	Date	Source	Transaction Description	Sub	Amount
1	12/31/2016	ADJ JE	interst revenue	GL	76.03
Subtotal:					76.03

Outstanding Payments

Subtotal: 0.00

Total Uncleared: 76.03

Adjusted Bank Balance 161,015.55

Notes

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Resort Village of Fort San
Bank Reconciliation - Detailed

CIBC
For Ending Date 11/30/2017

<u>110-110-120 - Cash - Bank - Demand</u>	
GL Balance to 11/30/2017	181,136.01
Service Charges:	-18.50
Interest Charges:	0.00
Interest Revenue:	37.85
Adjusted Book Balance	181,155.36

Bank Statement Balance: 187,240.15

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	11/28/2017	Ch 5023	Gord Krismer & Associates Ltd.	AP	-110.25
2	11/28/2017	Ch 5024	Grasslands News Group	AP	-52.50
3	11/28/2017	Ch 5026	Jackson Bros. Bobcat Services	AP	-336.00
4	11/28/2017	Ch 5027	Melcher Media & Design	AP	-83.25
5	11/28/2017	Ch 5030	Professional Building	AP	-391.99
6	11/28/2017	Ch 5031	Redman, Brad	AP	-825.00
7	11/28/2017	Ch 5032	SARM	AP	-253.08
8	11/28/2017	Ch 5033	Valley Lawn Services	AP	-1,750.00
9	11/30/2017	Ch 5034	Fort Winter Festival	AP	-500.00
10	11/30/2017	Ch 5035	Prairie Valley S. D. #208	AP	-829.11
11	11/30/2017	Ch 5036	Sask Power	AP	-953.61
Subtotal:					-6,084.79

Total Uncleared: -6,084.79

Adjusted Bank Balance 181,155.36

Notes

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