

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

Tuesday, February 27, 2018

1. Call to Order
2. Delegate
3. Approval of Agenda
4. Adoption of Minutes
  - a. January 23, 2018 Regular meeting
5. Business Arising From Minutes
6. Bylaws
  - a. 2018-01 Records Destruction Schedule Bylaw
7. Communication
  - a. North Valley Waste Management Authority Inc. –December 11, 2018
  - b. Provincial Association of Resort Communities of Saskatchewan (PARCS) – membership
  - c. Provincial Association of Resort Communities of Saskatchewan (PARCS) – update #83
  - d. Communities in Bloom – 2018 participation
  - e. Calling Lakes Ecomuseum – February 2018
  - f. Brothern Investigative Services Inc.
8. Reports
  - a. S. Helfrick – 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 / Bank Reconciliation
10. Unfinished Business
  - a. Fort Pickleball Club
  - b. Sask. Lotteries Allocation
11. New Business
  - a. Fort Qu'Appelle & District Wildlife Federation – donation request
  - b. Tax abatement
  - c. East Central Transportation Planning Committee *MQ*
  - d. Benches - *MQ*
12. Adjournment *MQ*

**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, February 27, 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 7:02 p.m.

**18-009 AGENDA / J. NAUMETZ**

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

CARRIED

**18-010 MINUTES / D. WILLIAMS**

"THAT the minutes of the Fort San Resort Village regular meeting of Council held January 23, 2018 be adopted as presented."

CARRIED

**18-011 BYLAW 2018-01 RECORDS DESTRUCTION SCHEDULE BYLAW / J. NAUMETZ**

"THAT Bylaw 2018-01 Records Destruction Schedule Bylaw be read for the first time."

CARRIED

**18-012 BYLAW 2018-01 RECORDS DESTRUCTION SCHEDULE BYLAW / D. WILLIAMS**

"THAT Bylaw 2018-01 Records Destruction Schedule Bylaw be read for the second time."

CARRIED

**18-013 BYLAW 2018-01 RECORDS DESTRUCTION SCHEDULE BYLAW / S. HELFRICK**

"THAT Bylaw 2018-01 Records Destruction Schedule Bylaw have three readings at this meeting."

CARRIED UNANIMOUSLY

**18-014 BYLAW 2018-01 RECORDS DESTRUCTION SCHEDULE BYLAW / D. WILLIAMS**

"THAT Bylaw 2018-01 Records Destruction Schedule Bylaw be read for the third time and adopted."

CARRIED

**18-015 COMMUNICATION / J. NAUMETZ**

"THAT the following communication be filed as presented:

- a. North Valley Waste Management Authority Inc. –December 11, 2018
- b. Provincial Association of Resort Communities of Saskatchewan (PARCS) – membership
- c. Provincial Association of Resort Communities of Saskatchewan (PARCS) – update #83
- d. Communities in Bloom – 2018 participation
- e. Calling Lakes Ecomuseum – February 2018
- f. Brothertown Investigative Services Inc."

CARRIED

**18-016 REPORTS / D. WILLIAMS**

"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 – Discretionary use application be accepted as presented."

CARRIED

**18-017 ACCOUNTS FOR PAYMENT / D. WILLIAMS**

"THAT the list of accounts attached hereto and forming a part of these minutes cheque numbers 5058 to 5069 totalling \$21,068.96 is hereby approved by Resort Village Council for payment."

CARRIED

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, February 27, 2018

**18-018 FINANCIAL STATEMENT/ D. WILLIAMS**

"THAT the Statement of Financial Activities for the month of January 2018, attached and forming a part of these minutes, be accepted as presented."

CARRIED

**18-019 BANK RECONCILIATION / D. WILLIAMS**

"THAT the Bank Reconciliation for the month of January 2018, attached and forming a part of these minutes, be accepted as presented."

CARRIED

**18-020 TAX ABATEMENT MUNICIPAL 01 A FL1240 / J. NAUMETZ**

"THAT Resort Village Council approve the tax abatement for property 01 A FL1240 in the amount of \$29.11."

CARRIED

**18-021 BENCHES / S. HELFRICK**

"THAT Resort Village Council thank RONA for the kind donation of benches for the Trans Canada Trail;  
AND FURTHERMORE are able to place advertising on the benches exclusively."

CARRIED

**18-022 ADJOURNMENT / D. WILLIAMS**

"THAT the meeting of the Resort Village of Fort San Council be adjourned at 7:48 pm."

CARRIED

Approved this                      day of                      , 2018.



Mayor



Administrator

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

## Records Destruction Schedule Bylaw

### Resort Village of Fort San BYLAW NO. 18-001

#### A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

The Council of the Resort Village of Fort San, in the Province of Saskatchewan, enacts as follows:

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
2. That the administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator contact the Saskatchewan Archives Board before the destruction of any records mentioned in section (2) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

Read for the first time this 27 day of February, 2018.

Read for the second time this 27 day of February, 2018.

Read for the third time this 27 day of February, 2018.

Schedule A Bylaw 18-001



## RECORDS RETENTION AND DISPOSAL SCHEDULE

### 1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.1 Accounts payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence etc.)	2008 & older	Dispose
1.2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	2008 & older	Dispose
1.5 Bank Accounts (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliation, deposit books, cheques stubs/duplicate)	2008 & older	Dispose
1.7 Budget – related reports	2008 & older	Dispose
1.8 Cash payment and receipts (includes cash payments books, printouts, cash reports and summaries, register tapes etc.)	2008 & older	Dispose
1.9 Debentures/loans (includes register, coupons, etc.)	2008 & older	Dispose
1.10 Federal/Provincial remittance	2008 & older	Dispose
1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards reports, journals, etc.)	2008 & older	Dispose
1.14 Local improvement roll	2008 & older	Dispose
1.16 Requisition/Purchase orders	2008 & older	Dispose

### 2 ADMINISTRATION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.3 Appeals (under the Planning and development act)	2008 & older	Dispose
2.4 Celebrations and events	2012 & older if concluded	Dispose
2.6 Change of ownership documents	2008 & older	Dispose
2.8 Inquiries (under Local Authority Freedom of Information and protection of Privacy Act)	2008 & older	Dispose
2.10 Insurance policies – Property (includes insurance claims)	2008 & older after termination/cancellation of policy	Dispose
2.12 Public Notice Documentation	2012 & older after event for notice was given	Dispose

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2.14 Tax assessment appeals	2008 & older after final decision rendered	Dispose
2.15 Tax Assessment records (assessor's valuation records, reassessment sheets, etc.	2010 & older after superseded by new assessment or obsolete	Dispose
2.16 tax certificates	2008 & older	Dispose
2.17 Tax and Assessment undelivered Notices (where a notice is undelivered or returned due to an unknown address the notice shall be retained – section 216 and 268 The Municipalities Act)	2008 & older	Dispose
2.18 Tax enforcement records	2008 & older after tax title property sold or property disposed of in any other manner	Dispose
2.19 Other enforcement Records (includes pest control records)	2008 & older after settlement	Dispose

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Report Date  
2/23/2018 1:32 PM

Resort Village of Fort San  
**List of Accounts for Approval**  
As of 2/23/2018  
Batch: 2018-00003 to 2018-00007

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: AP - AP GENERAL</b>					
Computer Cheques:					
5058	1/31/2018	R.M. of North Qu'Appelle No187 2018-00018	Contract- Office Services	3,416.66	3,416.66
5059	1/31/2018	Valley Lawn Services 01/2018	Contract	1,750.00	1,750.00
5060	1/31/2018	Gord Krismer & Associates Ltd. R1567	Dev. Appeal Board	157.50	157.50
5061	1/31/2018	Halford Law Office 01/25/18	Reimburse-overpayment of taxes	483.06	483.06
5062	1/31/2018	Ministry of Finance Jan 2018	Remittance	3,572.51	3,572.51
5063	1/31/2018	Sask Power 01/19/18	Street Lights	953.61	953.61
5064	2/27/2018	Jackson Bros. Bobcat Services 13..	Snow Removal-Gordon's	236.25	236.25
5065	2/27/2018	R.M. of North Qu'Appelle No187 2018-00028	Office Services	3,416.66	3,416.66
5066	2/27/2018	Provincial Emergency Issued To: City of Prince Albert 000088088	Dispatching services 2018	277.50	277.50
5067	2/27/2018	SAMA - Saskatchewan Assessment 2018047	2018 Requisition	5,818.00	5,818.00
5068	2/27/2018	Sask Power 02/16/18	Street Lights	953.61	953.61
5069	2/27/2018	Taxervice 2330236	Tax Enforcement	33.60	33.60
				Total for AP:	21,068.96

Certified Correct This February 23, 2018

Resort Village of Fort San  
Statement of Financial Activities - Condensed  
For the Period Ending January 31, 2018

	Current	Year To Date	Budget	Variance	%
<b>REVENUES</b>					
<b>Taxation</b>					
Municipal Taxes					
Discount on Current Year Taxes	(58.35)	(58.35)		(58.35)	
Net Municipal Taxes	(58.35)	(58.35)	0.00	(58.35)	0.00
Penalties on Tax Arrears	247.30	247.30		247.30	
Total Taxation:	188.95	188.95	0.00	188.95	0.00
<b>Fees and Charges</b>					
Custom Work	36.38	36.38		36.38	
General Office Services	15.00	15.00		15.00	
Total Fees and Charges:	51.38	51.38	0.00	51.38	0.00
<b>Investment Income and Commissions</b>					
Investment and Income Revenue	30.95	30.95		30.95	
Total Investment Income and Commissions:	30.95	30.95	0.00	30.95	0.00
Total REVENUES:	271.28	271.28	0.00	271.28	0.00
<b>EXPENDITURES</b>					
<b>General Government Services</b>					
Professional/Contract Services	4,455.54	4,455.54		(10,273.54)	
Total General Government Services:	4,455.54	4,455.54	0.00	(10,273.54)	0.00
<b>Protective Services</b>					
Police Protection					
Contractual Services	277.50	277.50		(277.50)	
Total Police Protection:	277.50	277.50	0.00	(277.50)	0.00
Total Protective Services:	277.50	277.50	0.00	(277.50)	0.00
<b>Transportation Services</b>					
Maintenance					
Utilities	908.20	908.20		(908.20)	
Maintenance, Materials & Supplies	829.98	829.98		(829.98)	
Total Maintenance:	1,738.18	1,738.18	0.00	(1,738.18)	0.00
Snow Removal					
Maintenance, Materials & Supplies				(225.00)	
Total Snow Removal:	0.00	0.00	0.00	(225.00)	0.00
Total Transportation Services:	1,738.18	1,738.18	0.00	(1,963.18)	0.00
<b>Environmental Services</b>					
Professional/Contractual Services	1,666.67	1,666.67		(1,666.67)	
Total Environmental Services:	1,666.67	1,666.67	0.00	(1,666.67)	0.00
<b>Recreation and Cultural Services</b>					
Grants and Contributions	1,222.11	1,222.11		(1,222.11)	
Total Recreation and Cultural Services:	1,222.11	1,222.11	0.00	(1,222.11)	0.00
Total EXPENDITURES:	9,360.00	9,360.00	0.00	(15,403.00)	0.00
<b>CHANGE IN NET FINANCIAL ASSETS</b>					
REVENUES	271.28	271.28	0.00	271.28	0.00
EXPENDITURES	9,360.00	9,360.00	0.00	(15,403.00)	0.00
CHANGE IN NET FINANCIAL ASSETS	(9,088.72)	(9,088.72)	0.00	(15,131.72)	0.00
Change in Surplus	(9,088.72)	(9,088.72)	0.00	(15,131.72)	0.00
<b>Account Balances</b>					
	Current	Year to Date	Balance		

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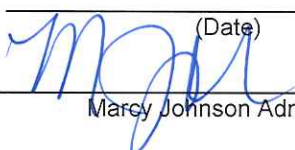


Resort Village of Fort San  
Statement of Financial Activities - Condensed  
For the Period Ending January 31, 2018

	Current	Year To Date	Budget	Variance	%
Cash and Investments					
Cash - On Hand - Petty Cash			50.00		
Cash - Bank - Demand	(8,618.53)	(8,618.53)	161,625.63		
Cash - Bank - Term Deposit			161,015.55		
Total Cash and Investments:	(8,618.53)	(8,618.53)	322,691.18		
Municipal Taxes Receivable					
Municipal - Tax Receivable - Current	(161.34)	(161.34)	13,165.21		
Municipal - Tax Receivable - Arrears	(2,397.54)	(2,397.54)	(1,384.70)		
Municipal - Tax Enforcement	(25.36)	(25.36)	1,340.30		
Total Municipal Taxes Receivable:	(2,584.24)	(2,584.24)	13,120.81		

Certified correct and in accordance with the records Presented to council on

  
Blair Walkington Mayor

 (Date)  
Marcy Johnson Administrator

Resort Village of Fort San  
Bank Reconciliation - Detailed

CIBC  
For Ending Date 1/31/2018

<u>110-110-120 - Cash - Bank - Demand</u>		
<b>GL Balance to 1/31/2018</b>		<b>161,613.18</b>
Service Charges:		-18.50
Interest Charges:		0.00
Interest Revenue:		30.95
<b>Adjusted Book Balance</b>		<b>161,625.63</b>

**Bank Statement Balance:** **168,743.83**

Deposits in Transit

Count	Date	Source	Transaction Description	Sub	Amount
1	1/9/2018	2018-0001	Deposit Entry	RC	1,765.58
Subtotal:					1,765.58

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	12/12/2017	Ch 5039	Helfrick, Steve	AP	-400.00
2	1/23/2018	Ch 5052	Provincial Emergency	AP	-277.50
3	1/23/2018	Ch 5055	Taxervice	AP	-33.60
4	1/23/2018	Ch 5056	UMAAS	AP	-185.00
5	1/23/2018	Ch 5057	Valley Lawn Services	AP	-1,071.00
6	1/31/2018	Ch 5059	Valley Lawn Services	AP	-1,750.00
7	1/31/2018	Ch 5060	Gord Krismer & Associates Ltd.	AP	-157.50
8	1/31/2018	Ch 5061	Halford Law Office	AP	-483.06
9	1/31/2018	Ch 5062	Ministry of Finance	AP	-3,572.51
10	1/31/2018	Ch 5063	Sask Power	AP	-953.61
Subtotal:					-8,883.78

**Total Uncleared:** **-7,118.20**

<b>Adjusted Bank Balance</b>	<b>161,625.63</b>
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Notes

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