

**RESORT VILLAGE OF FORT SAN  
AGENDA**

Thursday, February 25, 2016 7:00 pm

1. Call to Order
2. Delegate – J. Harding 7:00 p.m.
3. Adoption of Agenda
4. Approval of minutes – January 28, 2016
5. Bylaws –
  - a. 16-02 Council Procedures Bylaw
  - b. 16-03 Records Destruction Schedule
6. Business Arising From Minutes
7. Correspondence
  - a. RCMP Community Consultation – Annual Performance Planning
  - b. PARCS update #60
  - c. AIM to STAB
8. Reports
  - a. D. Strayer – Works – Library
  - b. G. Chatterson – North Valley Waste Management - CLPC
  - c. M. Johnson – Office Matters
9. Accounts for Payment / Financial Reports / Bank Reconciliation
10. Unfinished Business
  - a. 2014 PDAP Claim
  - b. Federation of Canadian Municipalities – Membership
  - c. Public Disclosure Statement
  - d. Lot 3 Block 2 Plan CN5656 912 Fort San Road
  - e. East Central Transportation Planning Committee
11. New Business
  - a. J. Harding Letter Feb 15, 2016
  - b. Office Agreement – Reeve McDonald
  - c. Gas
12. Adjournment

*md BW*

*BW  
1  
md*

**Resort Village of Fort San**  
**Regular meeting of Council held in the Resort Village Council Chambers**  
**Fort Qu'Appelle Saskatchewan**  
**7:00 p.m. February 25, 2016**

|          |                  |                  |
|----------|------------------|------------------|
| Present: | Mayor:           | Blair Walkington |
|          | Council Members: | Daryl Strayer    |
|          |                  | Greg Chatterson  |
|          |                  | Chris Hahn       |
|          |                  | Don Williams     |
|          | Administrator:   | Marcy Johnson    |

A quorum being present, Mayor B. Walkington called the meeting to order at 7:00 p.m.

**Delegate:** Jim Harding presented Council with "Resolving the serious issues of transparency and accountability in the Village of Fort San. See attached document.

*Councilor D. Williams arrived in Council Chambers at 7:04 p.m.*

**16-016 AGENDA / C. HAHN:**

"THAT the agenda be adopted as presented."

CARRIED

**16-017 MINUTES / D. STRAYER:**

"THAT the minutes of the regular meeting of Council held January 28, 2016 be adopted with as presented."

CARRIED

**16-018 BYLAW 16-03 RECORDS DESTRUCTION SCHEDULE / D. WILLIAMS:**

"THAT Bylaw 16-03 Records Destruction Schedule be read for the first time."

CARRIED

**16-019 BYLAW 16-03 RECORDS DESTRUCTION SCHEDULE / G. CHATTERSON:**

"THAT Bylaw 16-03 Records Destruction Schedule be read for the second time."

CARRIED

**16-020 BYLAW 16-03 RECORDS DESTRUCTION SCHEDULE / D. WILLIAMS:**

"THAT Bylaw 16-03 Records Destruction Schedule be given three readings at this meeting."

CARRIED

**16-021 BYLAW 16-03 RECORDS DESTRUCTION SCHEDULE / C. HAHN:**

"THAT Bylaw 16-03 Records Destruction Schedule be read for the third time and adopted."

CARRIED

**16-022 CORRESPONDENCE / D. WILLIAMS:**

"THAT the following correspondence, having been read, now be filed:

- a. RCMP Community Consultation – Annual Performance Planning
- b. PARCS Update #60
- c. AIM to STAB."

CARRIED

*Councilor D. Williams left Council Chambers at 7:57 p.m.*

**16-023 REPORTS / C. HAHN:**

"THAT the verbal/ written reports from:

- D. Strayer –Works, Library
- G. Chatterson –North Valley Waste Management
- M. Johnson - Administration."

CARRIED

BW  
MD

Resort Village of Fort San  
Regular meeting of Council held in the Resort Village Council Chambers  
Fort Qu'Appelle Saskatchewan  
7:00 p.m. February 25, 2016

**16-024 ACCOUNTS FOR PAYMENT / C. HAHN:**

"THAT the list of accounts attached hereto and forming a part of these minutes cheque number 4773 to 4782 totaling \$8,386.08, , is hereby approved by Fort San Council for payment."

CARRIED

**16-025 BANK RECONCILIATION / C. HAHN:**

"THAT the Bank Reconciliation for the month of January 2016, attached and forming a part of these minutes, be accepted as presented."

CARRIED

**16-026 FINANCIAL STATEMENT/ D. STRAYER:**

"THAT the Statement of Financial Activities for the month of January 2016, attached and forming a part of these minutes, be accepted as presented."

CARRIED

**16-027 J. HARDING LETTER FEBRUARY 15, 2016 / C. HAHN**

"THAT Council table the J. Harding Letter February 15, 2016 until next meeting."

CARRIED

**16-028 OFFICE AGREEMENT / C. HAHN**

"THAT Fort San Council send a letter to the RM Council regarding the office agreement and extension for one year, expiring on December 31, 2016."

CARRIED

**16-029 GAS TAX / G. CHATTERSON**

"THAT the Resort Village of Fort San approve the administrator to make the necessary changes so the gas tax grant application now states paving projects instead of the trail upgrades, drainage and culverts."

CARRIED

**16-030 ADJOURNMENT / C. HAHN:**

"THAT the meeting of the Resort Village of Fort San be adjourned at 8:48 p.m."

CARRIED

Approved this 7 day of April, 2016.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

Next meeting:  
Regular Meeting Thursday, March 24, 2016 7:00 p.m.

## Records Destruction Schedule Bylaw


Resort Village of Fort San  
BYLAW NO. 16-03


### 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 25 day of February, 2016.

Read for the second time this 25 day of February, 2016.

Read for the third time this 25 day of February, 2016.

Schedule A Bylaw 16-03

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.)   | 2007 & older     | Dispose                 |
| 1.2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)   | 2007 & older     | Dispose                 |
| 1.5 Bank Accounts (includes records related t termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliation, deposit books cheques stubs/duplicate) | 2007 & older     | Dispose                 |
| 1.7 Budget – related reports   | 2007 & older     | Dispose                 |
| 1.8 Cash payment and receipts (includes cash payments books, printouts, cash reports and summaries, register tapes etc.)   | 2007 & older     | Dispose                 |
| 1.9 Debentures/loans (includes register, coupons, etc.)  | 2007 & older     | Dispose                 |
| 1.10 Federal/Provincial remittance   | 2007 & older     | Dispose                 |
| 1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards reports, journals, etc.)   | 2007 & older     | Dispose                 |
| 1.14 Local improvement roll  | 2007 & older     | Dispose                 |
| 1.16 Requisition/Purchase orders   | 2007 & older     | Dispose                 |

2 ADMINISTRATION

| RECORDS   | RETENTION PERIOD                                     | DISPOSAL RECOMMENDATION |
|---|--|-------------------------|
| 2.3 Appeals (under the Planning and development act                                       | 2007 & older   | Dispose                 |
| 2.4 Celebrations and events   | 2011 & older if concluded                            | Dispose                 |
| 2.6 Change of ownership documents   | 2007 & older   | Dispose                 |
| 2.8 Inquires (under Local Authority Freedom of Information and protection of Privacy Act) | 2007 & older   | Dispose                 |
| 2.10 Insurance policies – Property (includes insurance claims)                            | 2007 & older after termination/cancelation of policy | Dispose                 |
| 2.12 Public Notice Documentation  | 2013 & older after event for notice was given        | Dispose                 |

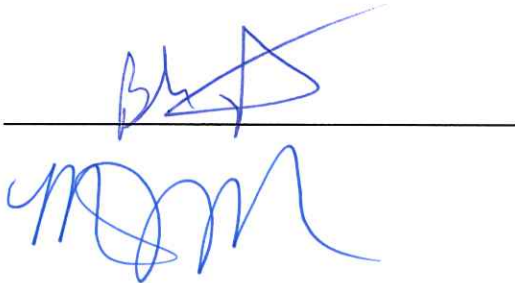
|   |  |         |
|---|--|---------|
| 2.14 Tax assessment appeals   | 2007 & older after final decision rendered   | Dispose |
| 2.15 Tax Assessment records (assessor's valuation records, reassessment sheets, etc.  | 2011 & older after superseded by new assessment or obsolete                            | Dispose |
| 2.16 tax certificates   | 2007 & 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) | 2007 & older   | Dispose |
| 2.18 Tax enforcement records  | 2007 & older after tax title property sold or property disposed of in any other manner | Dispose |
| 2.19 Other enforcement Records (includes pest control records)  | 2007 & older after settlement  | Dispose |

Report Date  
24/02/2016 8:57 AM

Resort Village of Fort San  
List of Accounts for Approval  
As of 24/02/2016  
Batch: 2016-00005 to 2016-00012

| Payment #                  | Date       | Vendor Name<br>Invoice #                         | Reference                     | Invoice Amount | Payment Amount |
|----------------------------|------------|--|-------------------------------|----------------|----------------|
| Bank Code: AP - AP GENERAL |            |  |                               |                |                |
| Computer Cheques:          |            |  |                               |                |                |
| 4773                       | 31/01/2016 | Prairie Valley S. D. #208<br>01/16 taxes         | Taxes collected               | 2,421.99       | 2,421.99       |
| 4774                       | 25/02/2016 | Federation of Canadian<br>40530                  | Membership                    | 86.00          | 86.00          |
| 4775                       | 25/02/2016 | Grasslands News Group<br>00017598                | Ad-Public Notice              | 38.81          | 38.81          |
| 4776                       | 25/02/2016 | Incorrect amount                                 |                               |                |                |
| 4777                       | 25/02/2016 | Johnson Marcy<br>02/16 expense                   | Expenses                      | 210.56         | 210.56         |
| 4778                       | 25/02/2016 | Sask Tel CMR<br>01/16 office                     | Telephone                     | 179.31         | 179.31         |
| 4779                       | 25/02/2016 | Jackson Bros. Bobcat Services<br>26              | Sn.Remove-5hr loader w/ blade | 918.75         | 918.75         |
| 4780                       | 29/02/2016 | Grismer, Camille<br>02/16 contract               | Garbage contract              | 1,332.00       | 1,332.00       |
| 4781                       | 29/02/2016 | R.M. of North Qu'Appelle No187<br>02/16 contract | Office Services contract      | 2,988.66       | 2,988.66       |
| 4782                       | 25/02/2016 | Urban Municipal Administrators<br>02/15 Member   | Urban Certificate             | 210.00         | 210.00         |
|                            |            |  |                               | Total for AP:  | 8,386.08       |

Certified Correct This February 24, 2016


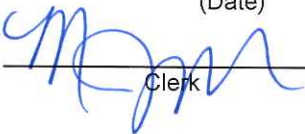


Resort Village of Fort San  
Statement of Financial Activities - Condensed  
For the Period Ending January-31-16

|   | Current    | Year To Date | Budget     | Variance   | %    |
|---|------------|--------------|------------|------------|------|
| <b>REVENUES</b>                         |            |              |            |            |      |
| <b>Taxation</b>                         |            |              |            |            |      |
| Municipal Taxes                         |            |              |            |            |      |
| Discount on Current Year Taxes          | (2.46)     | (2.46)       |            | (2.46)     |      |
| Net Municipal Taxes                     | (2.46)     | (2.46)       | 0.00       | (2.46)     | 0.00 |
| Penalties on Tax Arrears                | 186.55     | 186.55       |            | 186.55     |      |
| Total Taxation:                         | 184.09     | 184.09       | 0.00       | 184.09     | 0.00 |
| <b>Fees and Charges</b>                 |            |              |            |            |      |
| Licenses and Permits                    | 120.00     | 120.00       |            | 120.00     |      |
| General Office Services                 | 45.00      | 45.00        |            | 45.00      |      |
| Total Fees and Charges:                 | 165.00     | 165.00       | 0.00       | 165.00     | 0.00 |
| Total REVENUES:                         | 349.09     | 349.09       | 0.00       | 349.09     | 0.00 |
| <b>EXPENDITURES</b>                     |            |              |            |            |      |
| <b>General Government Services</b>      |            |              |            |            |      |
| Professional/Contract Services          | 4,021.44   | 4,021.44     |            | (4,021.44) |      |
| Total General Government Services:      | 4,021.44   | 4,021.44     | 0.00       | (4,021.44) | 0.00 |
| <b>Transportation Services</b>          |            |              |            |            |      |
| Maintenance                             |            |              |            |            |      |
| Utilities                               | 847.39     | 847.39       |            | (847.39)   |      |
| Total Maintenance:                      | 847.39     | 847.39       | 0.00       | (847.39)   | 0.00 |
| Total Transportation Services:          | 847.39     | 847.39       | 0.00       | (847.39)   | 0.00 |
| <b>Environmental Services</b>           |            |              |            |            |      |
| Professional/Contractual Services       | 1,268.58   | 1,268.58     |            | (1,268.58) |      |
| Total Environmental Services:           | 1,268.58   | 1,268.58     | 0.00       | (1,268.58) | 0.00 |
| <b>Recreation and Cultural Services</b> |            |              |            |            |      |
| Grants and Contributions                | 1,019.15   | 1,019.15     |            | (1,019.15) |      |
| Total Recreation and Cultural Services: | 1,019.15   | 1,019.15     | 0.00       | (1,019.15) | 0.00 |
| Total EXPENDITURES:                     | 7,156.56   | 7,156.56     | 0.00       | (7,156.56) | 0.00 |
| <b>CHANGE IN NET FINANCIAL ASSETS</b>   |            |              |            |            |      |
| REVENUES                                | 349.09     | 349.09       | 0.00       | 349.09     | 0.00 |
| EXPENDITURES                            | 7,156.56   | 7,156.56     | 0.00       | (7,156.56) | 0.00 |
| CHANGE IN NET FINANCIAL ASSETS          | (6,807.47) | (6,807.47)   | 0.00       | (6,807.47) | 0.00 |
| Change in Surplus                       | (6,807.47) | (6,807.47)   | 0.00       | (6,807.47) | 0.00 |
| <b>Account Balances</b>                 |            |              |            |            |      |
| <b>Cash and Investments</b>             |            |              |            |            |      |
| Cash - On Hand - Petty Cash             |            |              | 50.00      |            |      |
| Cash - Bank - Demand                    | (8,518.95) | (8,518.95)   | 125,800.13 |            |      |
| Cash - Bank - Term Deposit              |            |              | 156,519.34 |            |      |
| Total Cash and Investments:             | (8,518.95) | (8,518.95)   | 282,369.47 |            |      |
| <b>Municipal Taxes Receivable</b>       |            |              |            |            |      |
| Municipal - Tax Receivable - Current    | 161.67     | 161.67       | 14,456.43  |            |      |
| Municipal - Tax Receivable - Arrears    | (2,006.15) | (2,006.15)   | (4,281.25) |            |      |
| Municipal - Tax Enforcement             |            |              | 98.22      |            |      |
| Total Municipal Taxes Receivable:       | (1,844.48) | (1,844.48)   | 10,273.40  |            |      |

BW  
mg

Resort Village of Fort San  
Statement of Financial Activities - Condensed  
For the Period Ending January-31-16

|   | <u>Current</u>  | <u>Year To Date</u> | <u>Budget</u> | <u>Variance</u> | <u>%</u> |
|---|---|---------------------|---------------|-----------------|----------|
| Certified correct and in accordance with the records  | Presented to council on   |                     |               |                 |          |
| <br>_____<br>Mayor | <u>Feb 23/16</u><br>(Date)  |                     |               |                 |          |
|   | <br>_____<br>Clerk |                     |               |                 |          |

Date Printed  
16/02/2016 1:37 PM

Resort Village of Fort San  
Bank Reconciliation - Detailed

Page 1

Conesus Credit Union \*\*\*\*\*4487  
For Ending Date 31/01/2016

110-110-130 - Cash - Bank - Term Deposit

GL Balance to 31/01/2016 156,519.34

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

Adjusted Book Balance 156,519.34

Bank Statement Balance: 156,519.34

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Subtotal: 0.00

Total Uncleared: 0.00

Adjusted Bank Balance 156,519.34

Notes

Bu  
mo

Resort Village of Fort San  
Bank Reconciliation - Detailed

CIBC

For Ending Date 31/01/2016

110-110-120 - Cash - Bank - Demand

GL Balance to 31/01/2016 125,818.13

Service Charges: -18.00  
Interest Charges: 0.00  
Interest Revenue: 0.00  
Subtotal: 125,800.13

Future-dated Cleared Payments: -907.00

Adjusted Book Balance 124,893.13

Bank Statement Balance: 136,728.09

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

| Count     | Date       | Source         | Transaction Description        | Sub | Amount     |
|-----------|------------|----------------|--------------------------------|-----|------------|
| 1         | 20/05/2015 | GR--150013-001 | REV-Deposit Entry              | RC  | -50.00     |
| 2         | 28/01/2016 | Ch 4761        | Grasslands News Group          | AP  | -38.81     |
| 3         | 28/01/2016 | Ch 4762        | Harding, Jim                   | AP  | -675.00    |
| 4         | 28/01/2016 | Ch 4763        | Jackson Bros. Bobcat Services  | AP  | -241.50    |
| 5         | 28/01/2016 | Ch 4764        | Kotrla, Norbert                | AP  | -120.00    |
| 6         | 28/01/2016 | Ch 4765        | R.M. of North Qu'Appelle No187 | AP  | -1,275.39  |
| 7         | 28/01/2016 | Ch 4766        | Sask Power                     | AP  | -1,765.06  |
| 8         | 28/01/2016 | Ch 4767        | Sask Tel CMR                   | AP  | -180.66    |
| 9         | 28/01/2016 | Ch 4768        | Southeast Regional Library     | AP  | -1,019.15  |
| 10        | 28/01/2016 | Ch 4769        | SUMA - Saskatchewan Urban      | AP  | -913.74    |
| 11        | 28/01/2016 | Ch 4770        | Urban Municipal Administrators | AP  | -145.00    |
| 12        | 29/01/2016 | Ch 4772        | R.M. of North Qu'Appelle No187 | AP  | -2,988.66  |
| 13        | 31/01/2016 | Ch 4773        | Prairie Valley S. D. #208      | AP  | -2,421.99  |
| Subtotal: |            |                |                                |     | -11,834.96 |

Total Uncleared: -11,834.96

Adjusted Bank Balance 124,893.13

Notes

B w  
mg