

**Resort Village of Fort San
Regular meeting of Council held in the Resort Village Council Chambers
Fort Qu'Appelle Saskatchewan
7:00 p.m. March 24, 2016**

Absent

Mayor:
Council Members:

Blair Walkington
Daryl Strayer
Greg Chatterson
Chris Hahn
Don Williams

Present:

Administrator:

Marcy Johnson

With no quorum being present, the regular meeting of council cancelled.

BW
MD

**RESORT VILLAGE OF FORT SAN
AGENDA**

Thursday, April 7, 2016 7:00 pm

1. Call to Order
2. Delegate
 - a. RCMP – J. Save 7:00 p.m.
3. Adoption of Agenda
4. Approval of minutes –
 - a. February 25, 2016
 - b. March 24, 2016
5. Bylaws –
 - a. 16-02 Council Procedures Bylaw
 - b. 16-04 General Penalty Bylaw
 - c. 16-05 A Bylaw to establish fees for the Provision of Tax Certificates and other Assessment or Taxation Information
6. Business Arising From Minutes
7. Correspondence
 - a. SUMA – Membership Cards
 - b. SUMA – Provincial Election Municipal Issues Backgrounder
 - c. North Valley Waste Management Authority Inc.–Minutes January 18, and February 22, 2016
 - d. RM of North Qu'Appelle Reeve McDonald – Office Agreement
 - e. Leading Thunderbird Lodge – 555 Fort San Road
 - f. Gas Tax Installment \$5,310.80
 - g. Crime Stoppers
 - h. J. Harding
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. Public Disclosure Statement
 - c. Lot 3 Block 2 Plan CN5656 912 Fort San Road
 - d. J. Harding letter February 15, 2016
 - e. CF Asphalt – Steel Lane and Palmer Road
11. New Business
 - a. Tax Enforcement 2016
 - b. 2016 Confirmed Education Property Tax Mill Rates
 - c. Town of Fort Qu'Appelle Recreation Grant 2015-2016
 - d. Provincial Emergency Communications Centre – 911 Dispatch
 - e. Fort Qu'Appelle & District Chamber of Commerce – 2016 Membership
 - f. Lower Qu'Appelle Watershed - Sewage Survey
 - g. 2016 Election July 30
 - h. Term Account – Conexus Credit Union
 - i. June 2016 Meeting Date
 - j. Valley Lawn Services
12. Adjournment

**Resort Village of Fort San
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7:00 p.m. April 7, 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 7:01 p.m.

Delegate: Sergeant Jason Sauve RCMP gave the Fort San an update on the Village and the RCMP.
7:01 p.m. to 7:15 p.m.

Councilor D. Williams arrived in Council Chambers at 7:05 p.m.

16-031 AGENDA / G. CHATTERSON:

"THAT the agenda be adopted as presented."

CARRIED

16-032 MINUTES / C. HAHN:

"THAT the minutes of the regular meeting of Council held February 25, 2016 and March 24, 2016 be adopted with as presented."

CARRIED

16-033 BYLAW 16-02 COUNCIL PROCEDURES BYLAW / D. WILLIAMS:

"THAT Bylaw 16-02 Council Procedure Bylaw read for the first time."

CARRIED

16-034 BYLAW 16-02 COUNCIL PROCEDURES BYLAW / C. HAHN:

"THAT Bylaw 16-02 Council Procedure Bylaw read for the second time."

CARRIED

16-035 BYLAW 16-02 COUNCIL PROCEDURES BYLAW / G. CHATTERSON:

"THAT Bylaw 16-02 Council Procedure Bylaw be given three readings at this meeting."

CARRIED

16-036 BYLAW 16-02 COUNCIL PROCEDURES BYLAW / D. WILLIAMS:

"THAT Bylaw 16-02 Council Procedure Bylaw be read for the third time and adopted."

CARRIED

16-037 BYLAW 16-04 GENERAL PENALTY BYLAW / C. HAHN:

"THAT Bylaw 16-04 General Penalty Bylaw be read for the first time."

CARRIED

16-038 BYLAW 16-04 GENERAL PENALTY BYLAW / G. CHATTERSON:

"THAT Bylaw 16-04 General Penalty Bylaw be read for the second time."

CARRIED

16-039 BYLAW 16-04 GENERAL PENALTY BYLAW / D. STRAYER:

"THAT Bylaw 16-04 General Penalty Bylaw be given three readings at this meeting."

CARRIED

**Resort Village of Fort San
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Fort Qu'Appelle Saskatchewan
7:00 p.m. April 7, 2016**

16-040 BYLAW 16-04 GENERAL PENALTY BYLAW / G. CHATTERSON:

"THAT Bylaw 16-04 General Penalty Bylaw be read for the third time and adopted."

CARRIED

16-041 BYLAW 16-05 A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF TAX CERTIFICATES AND OTHER ASSESSMENT OR TAXATION INFORMATION / D. WILLIAMS:

"THAT Bylaw 16-05 A Bylaw to Establish Fees for the Provision of Tax Certificates and other Assessment or Taxation Information be read for the first time."

CARRIED

16-042 BYLAW 16-05 A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF TAX CERTIFICATES AND OTHER ASSESSMENT OR TAXATION INFORMATION / C. HAHN:

"THAT Bylaw 16-05 A Bylaw to Establish Fees for the Provision of Tax Certificates and other Assessment or Taxation Information be read for the second time."

CARRIED

16-043 BYLAW 16-05 A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF TAX CERTIFICATES AND OTHER ASSESSMENT OR TAXATION INFORMATION / G. CHATTERSON

"THAT Bylaw 16-05 A Bylaw to Establish Fees for the Provision of Tax Certificates and other Assessment or Taxation Information be given three readings at this meeting."

CARRIED

16-044 BYLAW 16-05 A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF TAX CERTIFICATES AND OTHER ASSESSMENT OR TAXATION INFORMATION / D. WILLIAMS:

"THAT Bylaw 16-05 A Bylaw to Establish Fees for the Provision of Tax Certificates and other Assessment or Taxation Information be read for the third time and adopted."

CARRIED

16-045 CORRESPONDENCE / C. HAHN:

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

- a. SUMA – Membership Cards
- b. SUMA – Provincial Election Municipal Issues Backgrounder
- c. North Valley Waste Management Authority Inc. – Minutes January 18, 2016
- d. RM of North Qu'Appelle Reeve McDonald – Office Agreement
- e. Leading Thunderbird Lodge – 555 Fort San Road
- f. Gas Tax Installment \$5,310.80
- g. Crime Stoppers
- h. J. Harding."

CARRIED

16-046 DONATION TO FORT QU'APPELLE LIBRARY / D. STRAYER

"THAT Council give the Local Fort Qu'Appelle Library a donation of \$400.00."

CARRIED

16-047 REPORTS / C. HAHN:

"THAT the verbal/ written reports from:

- D. Strayer – Library
G. Chatterson – North Valley Waste Management
M. Johnson - Administration.
be accepted as presented."

CARRIED

16-048 ACCOUNTS FOR PAYMENT / C. HAHN:

"THAT the list of accounts attached hereto and forming a part of these minutes cheque numbers 4798 to 4803 totalling \$2,170.02, is hereby approved by Resort Village Council for payment.

THAT cheque numbers 4783 to 4797 totalling \$20,020.15 be ratified."

CARRIED

Resort Village of Fort San
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Fort Qu'Appelle Saskatchewan
7:00 p.m. April 7, 2016

16-049 FINANCIAL STATEMENT/ C. HAHN:

"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

16-050 BANK RECONCILIATION /G. CHATTERSON:

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

CARRIED

16-051 PUBLIC DISCLOSURE STATEMENT / C. HAHN:

"THAT all Resort Village Council have submitted and signed the public disclosure statement for the 2016 year.

AND FURTHERMORE, that this statement be renewed annually and after elections."

CARRIED

16-052 LOT 3 BLOCK 2 PLAN CN5656 912 FORT SAN ROAD / D. STRAYER:

"THAT the Resort Village Council approve the Administrator to remove the interest that has accumulated on property Lot 3 Block 2 Plan CN5656, totalling \$29.64."

CARRIED

16-053 BYLAW ENFORCEMENT AND PENALTY COMMITTEE / D. STRAYER

"Be it resolved – That in accordance with the Rule of Law that the elected council of the Resort Village of Fort San will ensure that the by-laws of the village will be enforced equitably for all residents including the elected council. Penalties will be established to make provision for enforcement of each by-law. A committee of council will be formed to establish parameters which include penalties and or sanctions for non-compliance for each by-law. Further there will be no exemptions for any infractions by any resident or ratepayer. It will be the responsibility of the administration to record and report infractions to the council. It will be the responsibility of council to officially ensure compliance.

FURTHER the committee will present it's recommendations to council not late than the regular June 2016 meeting and enact the legislation prior to the general election of 2016."

DEFEATED

16-054 ADMINISTRATION CLARITY / G. CHATTERSON

"THAT clarity for the ratepayers and village council be the primary focus of the administration as issues are presented. That clarity be presented immediately or justifications for delay be made immediately and that a complete explanation of implications accompany any administrative recommendations to change present policy."

DEFEATED

16-055 TAX ENFORCEMENT / D. WILLIAMS:

"THAT the Administrator, Marcy Johnson, be authorized to proceed under the *Tax Enforcement Act* to acquire title for the following described lands:

DESCRIPTION OF PROPERTY						Total Arrears	Costs Advertising	Total Arrears and Costs
Part of Lot	Lot	Blk	Plan		Title No.			
Parcel Number	Sec	Twp	Range	Meridian				
109841979	2	D	BP31	Ext 0	14524999	1673.92	83.16	1757.08

CARRIED

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16-056 CONFIRMED EDUCATION PROPERTY TAX MILL RATES / C. HAHN

"THAT Resort Village Council acknowledges the 2016 confirmed Education Property Tax Mill rates of,

Agricultural Property	2.67 mills
Residential Property	5.03 mills
Commercial / Industrial	8.28 mills
Resource (oil and gas, mine and pipelines	11.04 mills."

CARRIED

16-057 TOWN OF FORT QU'APPELLE RECREATION GRANT 2015-2016 / D. WILLIAMS:

"THAT Resort Village Council acknowledge that the 2015 grant was not invoiced and paid in 2015, therefore the 2016 Fort Qu'Appelle Recreation Grant will be for 2015-2016 at a cost of \$3,000."

CARRIED

16-058 PROVINCIAL EMERGENCY COMMUNICATION CENTRE – 911 DISPATCH / D. STRAYER

"THAT Resort Village Council Sign the Dispatch agreement with the Provincial Emergency Communication Centre that will be an annual cost of \$1.25 per capita charge totalling \$233.75."

CARRIED

16-059 2016 ELECTION JULY 30, 2016 / C. HAHN

"THAT Resort Village Council appoint Marcy Johnson as the Returning Officer for the 2016 general elections on July 30, 2016."

CARRIED

16-060 JUNE 2016 MEETING DATE / C. HAHN

"THAT the Resort Village Council's June 2016 meeting date be moved to the 30th."

CARRIED

16-061 ADJOURNMENT / C. HAHN:

"THAT the meeting of the Resort Village of Fort San be adjourned at 9:14 p.m."

CARRIED

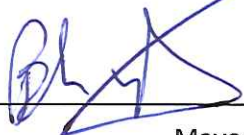
Approved this

28

day of

April

, 2016.



Mayor



Administrator

Next meeting:

Regular Meeting Thursday, April 28, 2016 7:00 p.m.

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
4783	29/02/2016	Prairie Valley S. D. #208 02/116 taxes	Taxes collected	411.92	411.92
'84	29/02/2016	Sask Power 02/16 str.light	Street lights	875.96	875.96
4785	29/02/2016	Urban Municipal Administrators 02/16Inspection	Office Inspection	547.00	547.00
4786	24/03/2016	Kotrla, Norbert 03/16 Milo	Milo - Insp #6	120.00	120.00
4787	24/03/2016	Lower Qu'Appelle Watershed 2016-04	Membership Fee	300.00	300.00
4788	24/03/2016	Munisoft 2016/17-00401	Village Map - laminated	458.47	458.47
4789	24/03/2016	R.M. of North Qu'Appelle No187 2016-00001	CW- Sand Village roads	150.00	150.00
4790	24/03/2016	North Valley Waste Management 1603315	Quarterly Contribution	3,067.35	3,067.35
4791	24/03/2016	SAMA - Saskatchewan Assessment IN2016146	Membership Fee	6,198.00	6,198.00
4792	24/03/2016	Sask Tel CMR 02/16 office	Office telephone	187.04	187.04
4793	24/03/2016	Town of Fort Qu'appelle 2016-00068	Rexentre Contribution	3,000.00	3,000.00
4794	31/03/2016	Grismer, Camille 03/16 contract	Garbage Contract	1,332.00	1,332.00
./95	31/03/2016	Kotrla, Norbert 03/16Jackson K	Jackson, K-Plan Review	150.00	150.00
4796	31/03/2016	R.M. of North Qu'Appelle No187 03/16 Contract	Office Services Contract	2,988.66	2,988.66
4797	31/03/2016	Provincial Emergency 03/16 Dispatch	Fire Dispatch Agreement	233.75	233.75
Total for AP:					20,020.15

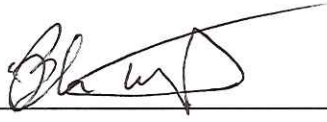
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Report Date
21/03/2016 1:49 PM

Resort Village of Fort San
List of Accounts for Approval
As of 21/03/2016
Batch: 2016-00014 to 2016-00017

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This March 21, 2016

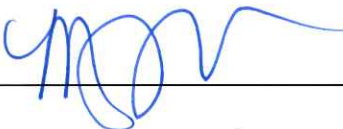



Report Date
4/06/2016 3:11 PM

Resort Village of Fort San
List of Accounts for Approval
As of 4/06/2016
Batch: 2016-00019 to 2016-00021

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
4798	3/31/2016	Prairie Valley S. D. #208 03/16 taxes	Taxes collected	956.43	956.43
99	3/31/2016	Sask Power 03/16 str.light	Street lights	875.96	875.96
4800	4/07/2016	Grasslands News Group 00019179	Ad-Assesement Roll	58.21	58.21
4801	4/07/2016	R.M. of North Qu'Appelle No187 2016-00016	Postage-Jan. to Mar 24	66.42	66.42
4802	4/07/2016	Queen's Printer Revolving Fund 227065	Ad-Notice of Tax Assess. Roll	30.00	30.00
4803	4/07/2016	Sask Tel CMR 03/16 Office	Office	183.00	183.00
Total for AP:					2,170.02

Certified Correct This April 6, 2016



fw

Resort Village of Fort San
Bank Reconciliation - Detailed

CIBC

For Ending Date 29/02/2016

110-110-120 - Cash - Bank - Demand

GL Balance to 29/02/2016 118,936.15

Service Charges: -18.00
Interest Charges: 0.00
Interest Revenue: 0.00

Adjusted Book Balance 118,918.15

Bank Statement Balance: 126,298.81

Deposits in Transit

Count	Date	Source	Transaction Description	Sub	Amount
1	19/12/2015	TX 2015-0101	Reverse Reverse NSF Fee	TX	7.00
2	31/12/2015		ADJ NSF	GL	7.00
3	23/02/2016	Ch 4776-Rev	Jackson Bros. Bobcat Services	AP	918.25
Subtotal:					932.25

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 4762	Harding, Jim	AP	-675.00
3	25/02/2016	Ch 4774	Federation of Canadian	AP	-86.00
4	25/02/2016	Ch 4775	Grasslands News Group	AP	-38.81
5	25/02/2016	Ch 4776	Jackson Bros. Bobcat Services	AP	-918.25
6	25/02/2016	Ch 4778	Sask Tel CMR	AP	-179.31
7	25/02/2016	Ch 4782	Urban Municipal Administrators	AP	-210.00
8	29/02/2016	Ch 4780	Grismer, Camille	AP	-1,332.00
9	29/02/2016	Ch 4781	R.M. of North Qu'Appelle No187	AP	-2,988.66
10	29/02/2016	Ch 4783	Prairie Valley S. D. #208	AP	-411.92
11	29/02/2016	Ch 4784	Sask Power	AP	-875.96
12	29/02/2016	Ch 4785	Urban Municipal Administrators	AP	-547.00
Subtotal:					-8,312.91

Total Uncleared: -7,380.66

Adjusted Bank Balance 118,918.15

Notes

BW
MB

Resort Village of Fort San
Bank Reconciliation - Detailed

Conesus Credit Union *****4487
For Ending Date 29/02/2016

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

GL Balance to 29/02/2016 156,519.34

Service Charges: 0.00
Interest Charges: 0.00
Interest Revenue: 2,544.62

Adjusted Book Balance 159,063.96

Bank Statement Balance: 159,063.96

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Subtotal: 0.00

Total Uncleared: 0.00

Adjusted Bank Balance 159,063.96

Notes

BW
md

Resort Village of Fort San
Statement of Financial Activities - Condensed
For the Period Ending February 29, 2016

	Current	Year To Date	Budget	Variance	%
REVENUES					
Taxation					
Municipal Taxes					
Discount on Current Year Taxes	1.21	(1.25)		(1.25)	
Net Municipal Taxes	1.21	(1.25)	0.00	(1.25)	0.00
Penalties on Tax Arrears	163.79	350.34		350.34	
Total Taxation:	165.00	349.09	0.00	349.09	0.00
Fees and Charges					
Licenses and Permits		120.00		120.00	
General Office Services		45.00		45.00	
Total Fees and Charges:	0.00	165.00	0.00	165.00	0.00
Investment Income and Commissions					
Investment and Income Revenue	2,544.62	2,544.62		2,544.62	
Total Investment Income and Commissions:	2,544.62	2,544.62	0.00	2,544.62	0.00
Total REVENUES:	2,709.62	3,058.71	0.00	3,058.71	0.00
EXPENDITURES					
General Government Services					
Professional/Contract Services	4,087.18	8,108.62		(8,108.62)	
Utilities	171.16	171.16		(171.16)	
Total General Government Services:	4,258.34	8,279.78	0.00	(8,279.78)	0.00
Transportation Services					
Maintenance					
Utilities	834.25	1,681.64		(1,681.64)	
Total Maintenance:	834.25	1,681.64	0.00	(1,681.64)	0.00
Snow Removal					
Maintenance, Materials & Supplies	875.00	875.00		(875.00)	
Total Snow Removal:	875.00	875.00	0.00	(875.00)	0.00
Total Transportation Services:	1,709.25	2,556.64	0.00	(2,556.64)	0.00
Environmental Services					
Professional/Contractual Services	1,268.58	2,537.16		(2,537.16)	
Total Environmental Services:	1,268.58	2,537.16	0.00	(2,537.16)	0.00
Recreation and Cultural Services					
Grants and Contributions		1,019.15		(1,019.15)	
Total Recreation and Cultural Services:	0.00	1,019.15	0.00	(1,019.15)	0.00
Total EXPENDITURES:	7,236.17	14,392.73	0.00	(14,392.73)	0.00
CHANGE IN NET FINANCIAL ASSETS					
REVENUES	2,709.62	3,058.71	0.00	3,058.71	0.00
EXPENDITURES	7,236.17	14,392.73	0.00	(14,392.73)	0.00
CHANGE IN NET FINANCIAL ASSETS	(4,526.55)	(11,334.02)	0.00	(11,334.02)	0.00
Change in Surplus	(4,526.55)	(11,334.02)	0.00	(11,334.02)	0.00

Account Balances	Current	Year to Date	Balance
Cash and Investments			
Cash - On Hand - Petty Cash			50.00
Cash - Bank - Demand	(6,895.98)	(15,414.93)	118,918.15
Cash - Bank - Term Deposit	2,544.62	2,544.62	159,063.96
Total Cash and Investments:	(4,351.36)	(12,870.31)	278,032.11

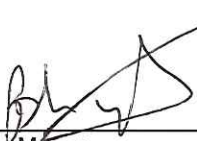
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Resort Village of Fort San
Statement of Financial Activities - Condensed
For the Period Ending February 29, 2016

	Current	Year To Date	Budget	Variance	%
Municipal Taxes Receivable					
Municipal - Tax Receivable - Current	177.40	339.07	14,626.83		
Municipal - Tax Receivable - Arrears	(521.47)	(2,527.62)	(4,802.72)		
Municipal - Tax Enforcement			98.22		
Total Municipal Taxes Receivable:	(344.07)	(2,188.55)	9,922.33		

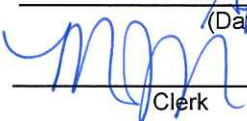
ertified correct and in accordance with the records

Presented to council on



Mayor

April 7/16

(Date)


Clerk