

RESORT VILLAGE OF FORT SAN
AGENDA
Regular Meeting of Council
7:00 pm

Tuesday, June 26, 2018

1. Call to Order
2. Delegate
3. Approval of Agenda
4. Adoption of Minutes
 - a. May 22, 2018 Regular Meeting
 - b. May 22, 2018 Public Hearing
 - c. June 7, 2018 Special Meeting
5. Business Arising from Minutes
6. Public Hearing 7:05 pm – Amend Zoning Bylaw 09-02
7. Bylaws
 - a. Bylaw 2018-04 Bylaw to Amend Zoning Bylaw 09-02
8. Communication
 - a. RCMP – Community Policing Report
 - b. PARCS Update #87
 - c. North Valley Waste Management Authority – Minutes April 16, 2018
 - d. North Valley Waste Management Authority – Minutes May 28, 2018
 - e. 2018-19 Municipal Revenue Sharing
9. Reports
 - a. B. Redman – North Valley Waste Management Inc.
 - b. J. Naumetz – Regional Library
 - c. S. Helfrick - Calling Lakes District Planning Commission
 - d. N. Keith – Acting Administration
10. Accounts for Payment / Statement of Financial Activities / Bank Reconciliation
11. Unfinished Business
 - a. 2017 Audit
 - b. Transfer to reserve – gas tax
 - c. Transfer from reserve – paving
 - d. Okanese First Nation – Treaty Land Entitlement
 - e. Digital Speed Sign Request – 770 Fort San Road
12. New Business
 - a. Parcel Tie Request – Lot10, Block 3, Plan 66R05214 Ext 0 & Lot 3, Block 3, Plan CN5656 Ext 0
 - b. Fort Pickleball Club – Donation Request
 - c. Fort Qu'Appelle Legion - Support Request
 - d. Block F, Plan 83R54692 - Tax Arrears
 - e. Lot C, Block A, Plan 97R03781 – Development & Dog Complaint
 - f. Asset Management Policy
 - g. Mentor Sharon Pope
13. Closed Session
 - a. Strategic Planning 2018 Budget
14. Adjournment

RESORT VILLAGE OF FORT SAN
AGENDA
Regular Meeting of Council
7:05 pm.

Tuesday, June 26, 2018

1. Call to Order
2. Public Hearing
 - a. Amend Zoning Bylaw 09-02
3. Adjournment

Resort Village of Fort San
Public Hearing of Council held in the Fort San Council Chambers
136 Company Avenue, Fort Qu'Appelle, Saskatchewan
Tuesday, June 26, 2018 at 7:05 pm

Present:

Mayor:

Blair Walkington

Council Members:

John Naumetz

Steve Helfrick

Brad Redman

Don Williams

Acting Administrator:

Nicole Keith

A quorum being present, Mayor B. Walkington called the public hearing to order at 7:06 pm.

People in attendance:

Jim Chaplin

Connie Chaplin

Howard Pickering

Pamela Sherman

Eston Stemler

Mayor B. Walkington adjourned the public hearing at 7:25 pm.

Approved this

day of

24th

July

, 2018

Mayor

Acting Administrator

Resort Village of Fort San
Regular meeting of Council held in the Resort Village Council Chambers
Fort Qu'Appelle Saskatchewan
7:00 pm Tuesday, June 26, 2018

Present:	Mayor:	Blair Walkington
	Council Members:	John Naumetz
		Steve Helfrick
		Brad Redman
		Don Williams
	Acting Administrator:	Nicole Keith

A quorum being present, Mayor B. Walkington called the meeting to order at 7:04 pm.

18-070 RECESS / J. NAUMETZ

"THAT this meeting be recessed at 7:06 pm for the public hearing."

CARRIED

18-071 RECONVENE / B. REDMAN

"THAT this meeting reconvene at 7:26 pm."

CARRIED

18-072 AGENDA / J. NAUMETZ

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

CARRIED

18-073 MINUTES / B. REDMAN

"THAT the minutes of the Fort San Resort Village regular meeting of Council held May 22, 2018 be adopted;
AND FURTHERMORE, that the Public Hearing minutes held May 22, 2018 be adopted."

CARRIED

18-074 MINUTES / J. NAUMETZ

"THAT the minutes of the Fort San Resort Village special meeting of Council held June 7, 2018 be adopted"

CARRIED

18-075 BYLAW 2018-04 BYLAW TO AMEND ZONING BYLAW 09-02 / D. WILLIAMS

"THAT Bylaw 2018-04 Bylaw to amend Zoning Bylaw 09-02 Section 2 Interpretation
"Tourist Campground" be read for the second time."

CARRIED

18-076 BYLAW 2018-04 BYLAW TO AMEND ZONING BYLAW 09-02 / J. NAUMETZ

"THAT Bylaw 2018-04 to Amend Zoning Bylaw 09-02 be read for the third time and adopted."

CARRIED

18-077 COMMUNICATION / D. WILLIAMS

"THAT the following communication be filed as presented:

- a. RCMP – Community Policing Report
- b. PARCS Update #87
- c. North Valley Waste Management Authority – Minutes April 16, 2018
- d. North Valley Waste Management Authority – Minutes May 28, 2018
- e. 2018-19 Municipal Revenue Sharing

CARRIED

18-078 REPORTS / B. REDMAN

"THAT the verbal reports from:

- a. B. Redman – North Valley Waste Management Inc.-no report
- b. J. Naumetz – Regional Library – no report
- c. S. Helfrick – Calling Lakes District Planning Commission-no report
- d. N. Keith – Administration
be accepted as presented."

CARRIED

Resort Village of Fort San
Regular meeting of Council held in the Resort Village Council Chambers
Fort Qu'Appelle Saskatchewan
7:00 pm Tuesday, June 26, 2018

18-079 ACCOUNTS FOR PAYMENT / D. WILLIAMS

"THAT the list of accounts attached hereto and forming a part of these minutes cheque numbers 5090 to 5101 totalling \$14,820.57 is hereby approved by Resort Village Council for payment."

CARRIED

18-080 FINANCIAL STATEMENT/ D. WILLIAMS

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

CARRIED

18-081 BANK RECONCILIATION / D. WILLIAMS

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

CARRIED

18-082 2018 AUDITED FINANCIAL STATEMENTS / D. WILLIAMS

"THAT the Resort Village Council 2018 audited financial statement, prepared by Dudley & Company, attached and forming a part of these minutes, be accepted as presented."

CARRIED

18-083 TRANSFER TO RESERVES / D. WILLIAMS

"THAT Fort San Council approve the transfer to gas tax reserve of \$11,369.60 to be spent on paving."

CARRIED

18-084 TRANSFER FROM RESERVES / D. WILLIAMS

"THAT Fort San Council approve the transfer from gas tax paving reserve of \$104,844.92 projects are complete and funds are now spent."

CARRIED

18-085 2018 BUDGET / D. WILLIAMS

"THAT RV of Fort San Council adopt the 2018 budget which is attached to and forms part of these minutes which provides for:

Estimated Revenues **\$ 216,052.71**

Estimated Expenditures **\$ 228,500.00**

And which sets the mill rates and base taxes for municipal purposes as follows:

Mill rate **1.8**

Base tax land **\$150**

Base tax on improvements **\$125**

Discounts are as follows, before August 31, 2017 - 15%,

September 30, 2017 - 4%,

October 31, 2017 - 2%

November 30, 2017 – 1%

December - no discount."

CARRIED

18-086 PARCEL TIE REQUEST / S. HELFRICK

"THAT Fort San Council approve the parcel tie request for Lot 10, Block 3, Plan 66R05214 Ext 0 and Lot 3, Block 3, Plan CN5656 Ext 0."

CARRIED

18-087 FORT PICKLEBALL CLUB DONATION REQUEST / B. REDMAN

"THAT Fort San Council approve the Fort Pickleball Club donation request in the amount of \$200.00."

CARRIED

Resort Village of Fort San
Regular meeting of Council held in the Resort Village Council Chambers
Fort Qu'Appelle Saskatchewan
7:00 pm Tuesday, June 26, 2018

18-088 FORT QU'APPELLE LEGION SUPPORT REQUEST / B. REDMAN

"THAT Fort San Council approve the Fort Qu'Appelle Legion support request and forward a letter to New Horizons for Senior Program Project."

CARRIED

18-089 LOT C, BLOCK A, PLAN 97R03781 TAX ARREARS / B. WALKINGTON

"THAT Fort San Council authorize Acting Administrator N. Keith to advise TAXservice to move forward with the tax enforcement of Lot C, Block A, Plan 97R03781 with the Provincial Mediation Board."

CARRIED

18-090 ASSET MANAGEMENT POLICY / D. WILLIAMS

"THAT Fort San Council approve the Asset Management Policy be accepted as presented, as attached and forming part of these minutes."

CARRIED

18-091 ADJOURNMENT / B. REDMAN

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

CARRIED

Approved this 24th day of July, 2018.



Mayor



Acting Administrator

Next meeting: Regular Meeting Tuesday, July 24, 2018 7:00 pm

Report Date
6/22/2018 3:49 PM

Resort Village of Fort San
List of Accounts for Approval
As of 6/22/2018
Batch: 2018-00025 to 2018-00030

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
5090	5/31/2018	Grasslands News Group 34850	Advertising	138.77	
		34929	Advertising	138.77	277.54
5091	5/31/2018	North Valley Waste Management 838803	Quarterly Contribution	3,855.42	3,855.42
5092	5/31/2018	Sask Power 05/17/18	Street Lights	978.87	978.87
5093	5/31/2018	Minister Of Finance May 2018	May Remittance	1,263.50	1,263.50
5094	6/26/2018	Grasslands News Group 35207	Advertising	58.21	
		35410	Advertising	78.06	
		00035599	AD - Public Notice	78.06	214.33
5095	6/26/2018	Professional Building 18053185	Building Permits	862.75	862.75
5096	6/26/2018	Publications Saskatchewan Issued To: Minister of Finance 234925	Advertising	30.00	30.00
5097	6/26/2018	Southeast Regional Library July-Dec	Library Fees	1,222.11	1,222.11
5098	6/26/2018	Saskatchewan Workers' July 2/18	Benefits	214.39	214.39
5099	6/29/2018	R.M. of North Qu'Appelle No187 06/18 Contract	Office Services Contract	3,416.66	3,416.66
5100	6/29/2018	Town of Fort Qu'appelle 2018-00069	Fire Call - 371 FS Road	735.00	735.00
5101	6/29/2018	Valley Lawn Services 06/18 Contract	Garbage Contract	1,750.00	1,750.00
Total for AP:					14,820.57

Certified Correct This June 22, 2018



Resort Village of Fort San
Statement of Financial Activities - Condensed
For the Period Ending June 30, 2018

	Current	Year To Date	Budget	Variance	%
REVENUES					
Taxation					
Municipal Taxes					
Discount on Current Year Taxes	(62.54)	(283.59)		(283.59)	
Net Municipal Taxes	(62.54)	(283.59)	0.00	(283.59)	0.00
Penalties on Tax Arrears	177.10	1,215.98		1,215.98	
Total Taxation:	114.56	932.39	0.00	932.39	0.00
Fees and Charges					
Custom Work	0.13	99.53		99.53	
Licenses and Permits	905.00	2,905.00		2,905.00	
General Office Services		120.00		120.00	
Total Fees and Charges:	905.13	3,124.53	0.00	3,124.53	0.00
Conditional Grants					
Federal		5,572.60		5,572.60	
Total Conditional Grants:	0.00	5,572.60	0.00	5,572.60	0.00
Investment Income and Commissions					
Investment and Income Revenue		254.19		254.19	
Total Investment Income and Commissions:	0.00	254.19	0.00	254.19	0.00
Total REVENUES:	1,019.69	9,883.71	0.00	9,883.71	0.00
EXPENDITURES					
General Government Services					
Benefits				(214.39)	
Professional/Contract Services		24,546.50		(25,527.95)	
Total General Government Services:	0.00	24,546.50	0.00	(25,742.34)	0.00
Protective Services					
Police Protection					
Contractual Services		277.50		(277.50)	
Total Police Protection:	0.00	277.50	0.00	(277.50)	0.00
Total Protective Services:	0.00	277.50	0.00	(277.50)	0.00
Transportation Services					
Maintenance					
Professional/Contractual Services		2,785.00		(2,785.00)	
Utilities		4,603.84		(4,603.84)	
Maintenance, Materials & Supplies		829.98		(829.98)	
Total Maintenance:	0.00	8,218.82	0.00	(8,218.82)	0.00
Snow Removal					
Maintenance, Materials & Supplies		825.00		(825.00)	
Total Snow Removal:	0.00	825.00	0.00	(825.00)	0.00
Total Transportation Services:	0.00	9,043.82	0.00	(9,043.82)	0.00
Environmental Services					
Professional/Contractual Services		16,210.85		(16,210.85)	
Total Environmental Services:	0.00	16,210.85	0.00	(16,210.85)	0.00
Recreation and Cultural Services					
Grants and Contributions		2,722.11		(3,944.22)	
Total Recreation and Cultural Services:	0.00	2,722.11	0.00	(3,944.22)	0.00
Total EXPENDITURES:	0.00	52,800.78	0.00	(55,218.73)	0.00
CHANGE IN NET FINANCIAL ASSETS					
REVENUES	1,019.69	9,883.71	0.00	9,883.71	0.00
EXPENDITURES	0.00	52,800.78	0.00	(55,218.73)	0.00
CHANGE IN NET FINANCIAL ASSETS	1,019.69	(42,917.07)	0.00	(45,335.02)	0.00


Resort Village of Fort San
Statement of Financial Activities - Condensed
For the Period Ending June 30, 2018

	Current	Year To Date	Budget	Variance	%
Change in Surplus	1,019.69	(42,917.07)	0.00	(45,335.02)	0.00

Account Balances	Current	Year to Date	Balance
Cash and Investments			
Cash - On Hand - Petty Cash			50.00
Cash - Bank - Demand	(391.10)	(34,720.88)	135,523.28
Cash - Bank - Term Deposit			161,015.55
Total Cash and Investments:	(391.10)	(34,720.88)	296,588.83
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(258.87)	(789.51)	12,537.04
Municipal - Tax Receivable - Arrears		(4,815.75)	(3,802.91)
Municipal - Tax Enforcement	19.04	133.84	1,499.50
Total Municipal Taxes Receivable:	(239.83)	(5,471.42)	10,233.63

Certified correct and in accordance with the records

Presented to council on


Blair Walkington, Mayor


(Date)

Nicole Keith, Acting Administrator

Date Printed
6/15/2018 11:29 AM

Resort Village of Fort San
Bank Reconciliation - Detailed

CIBC
For Ending Date 5/31/2018

110-110-120 - Cash - Bank - Demand
GL Balance to 5/31/2018

134,612.40

Service Charges: -18.50
Interest Charges: 0.00
Interest Revenue: 56.98

Adjusted Book Balance 134,650.88

Bank Statement Balance: 143,176.21

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	12/12/2017	Ch 5039	Heifrick, Steve	AP	-400.00
2	5/31/2018	Ch 5089	Valley Lawn Services	AP	-1,750.00
3	5/31/2018	Ch 5090	Grasslands News Group	AP	-277.54
4	5/31/2018	Ch 5091	North Valley Waste Management	AP	-3,855.42
5	5/31/2018	Ch 5092	Sask Power	AP	-978.87
6	5/31/2018	Ch 5093	Minister Of Finance	AP	-1,263.50
				Subtotal:	-8,525.33

Total Uncleared: -8,525.33

Adjusted Bank Balance 134,650.88

Notes



Mission Statement

To provide for the development and growth of sustainable services and infrastructure for all stakeholders of the Municipality.

RESORT VILLAGE OF FORT SAN	Policy name:	Document #
Saskatchewan	ASSET MANAGEMENT	Version #1 June 26, 2018
RV Acting Administrator	Approved by Council	Date of review
Nicole Keith	June 26, 2018	June 26, 2018

1.0 Purpose:

The purpose of this policy is set established guidelines for implementing consistent and attainable asset management processes throughout the Resort Village of Fort San.

2.0 Scope:

This policy applies to all of the elected officials, officers, employees and contractors within the scope of Resort Village of Fort San.

3.0 Objectives:

The objectives of this policy are to ensure that adequate provision is made for long term planning of the replacement of major assets within the Resort Village of Fort San (the Municipality).

These objectives will be achieved by the following:

- > Ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service targeted at customer focus and the environment.
- > To provide safeguards for infrastructure assets including physical assets and those employed by the Municipality by implementing appropriate asset management strategies and appropriate financial resources for those assets.

- > Creating an environment and culture where all employees and elected officials take an integral part in the overall management of the infrastructure assets by establishing a sustainable asset management awareness throughout the Municipality by training and personal development.
- > Meeting applicable legislative requirements for asset management.
- > Ensuring necessary resources and operational capabilities are identified and the responsibility for asset management is allocated.
- > Demonstrating open, honest, transparent and responsible asset management processes that align with recognized best practices.

4.0 Policy:

4.1 Background

Asset management practices will impact directly on the core business of the Municipality and appropriate and timely asset management is required to achieve the Municipality's strategic service delivery objectives.

Adopting sound, practical asset management principles will assist in achieving both Strategic Long-Term Planning and Long Term Financial objectives.

Providing a sustainable service delivery will ensure that services are delivered in a socially, economically and environmentally responsible manner. By utilizing such an approach does not compromise the ability for future generations to make their own informed decisions as the need arises.

Sound and reliable Asset Management practices enable a sustainable delivery of services by incorporating both internal and external customer values and priorities. These practices will provide an understanding of the variances between potential risks, costs and the level of performance of service provided.

4.2 Principles

The sustainable service delivery needs of the Municipality will be achieved by ensuring that adequate provision is established and implemented for long term planning, financing, operation, maintenance, renewal, upgrade and responsible disposal of any and all capital assets by:

1. Ensuring the Municipality's capital assets are provided in a manner such that they respect financial, cultural, economic and environmental sustainability.
2. Meeting all applicable legislative and regulatory requirements.

3. Demonstrating honest, transparent and responsible Asset Management processes that coincide with recognized best practices.
4. Implementing sound Asset Management planning and strategies and providing sufficient financial resources to attain them by:
 - > Complete sound Asset Management plans for all major assets and services.
 - > Monetary projections identified from Asset Management will be incorporated into the Municipality's long term financial plan.
 - > A system will be established to ensure regular and ongoing reviews are applied to monitor that assets are managed, valued, and depreciated in accordance with recognized and approved best practices.
 - > Formative inspections will be used as an integral component of the process to ensure the agreed levels of service are maintained and to identify necessary renewal priorities.
 - > Renewal of Assets that are required to meet the expected standard of service delivery, identified within the managements plans and applicable with long term financial plans, will form the basis of annual budget estimates. Variations of required service levels and risk consequences will be factored in and documented with respect to asset renewals and budgeting resources.
 - > Projected life cycle costs will be identified and taken into consideration in all decisions relating to new services and potential assets, also improvements to existing services and assets.
 - > Projected future levels of service with respect to associated delivery costs will be determined in consultation with the stakeholders with in the Municipality.
 - > Ensuring operational capabilities are provided and Asset Management responsibilities are effectively and efficiently allocated within the Municipality.
 - > Creating a culture where all employees and stakeholders play a key role for the overall care of the Municipality's assets by providing the necessary awareness, training and professional development.
 - > Providing the Municipality's stakeholders, the types of services and level of those services they are willing and able to pay for.

5.0 Related Documents:

- * Resort Village of Fort San Mission Statement.
- * Asset Management Strategy.
- * Asset Management Plan.
- * Official Community Plan (OCP).

6.0 Responsibility:

Resort Village of Fort San Councillors - are responsible for adopting this policy, allocating necessary resources and providing a high standard of oversight with positive forward thinking in the delivery of the Municipality's Asset Management strategy and plans. The Council is also responsible for ensuring the any and all of the Municipality's resources are appropriately utilized to provide the high standard of sustainable service delivery.

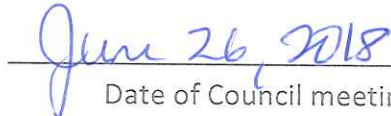
Resort Village of Fort San Administrator - has the overall responsibility for developing an asset management strategy, plans, necessary procedures and reporting of the status and effectiveness of Asset Management within the Municipality.

7.0 Review Date:

This policy has a life of 4 years or less if deemed necessary by the discretion of Resort Village of Fort San Council. It is intended this policy be reviewed in April of 2022, unless otherwise stated.



Acting Administrator



Date of Council meeting

The Resort Village of Fort San

Bylaw No. 2018-04

A Bylaw to amend the Zoning Bylaw No. 09-02 known as the Zoning Bylaw of the Resort Village of Fort San.

The Council of the Resort Village of Fort San, incorporated in the Province of Saskatchewan, enacts to amend Bylaw No. 09-02 as follows:

1. Section 2 Interpretation, Tourist Campground, is amended by adding immediately after "overnight accommodation.", the following new sentence:

"Also, permanent and semi-permanent rental accommodation; such as, cabins, single and multi-attached."

2. This bylaw shall come into force and take effect when it is approved by the Minister of Government Relations.



A blue ink signature, appearing to be "Blair", written over a horizontal line.

Mayor

A blue ink signature, appearing to be "Quade Keult", written over a horizontal line.

Administrator