

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

Tuesday, July 24, 2018

1. Call to Order
2. Delegate
3. Approval of Agenda
4. Adoption of Minutes
 - a. June 26, 2018 Regular Meeting
 - b. June 26, 2018 Public Hearing
5. Business Arising from Minutes
6. Bylaws
 - a. Bylaw 2018-05 A Bylaw to Extend the Time Required For The Completion of the 2017 Financial Statements
7. Communication
 - a. STARS – The Future of Stars
 - b. G. Simes - Thank You
 - c. PARCS Update #88
 - d. RCMP – Community Policing Report
8. 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
9. Accounts for Payment / Statement of Financial Activities / Bank Reconciliation
10. Unfinished Business
 - a. Okanese First Nation – Treaty Land Entitlement
 - b. Digital Speed Sign Request – 770 Fort San Road
 - c. Block F, Plan 83R54692 - Tax Arrears
11. New Business
 - a. 2018 Garbage Policy
 - b. Bylaw Enforcement Officer
 - c. Appoint Mentor
 - d. 984 & 990 Fort San Road
 - e. 988 Fort San Road Request
 - f. TCT Complaint
12. Adjournment

Resort Village of Fort San
Regular meeting of Council held in the Resort Village Council Chambers
Fort Qu'Appelle Saskatchewan
7:00 pm Tuesday, July 24, 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 7:15 pm.

18-092 AGENDA / B. REDMAN

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

CARRIED

18-093 MINUTES / J. NAUMETZ

"THAT the minutes of the Fort San Resort Village regular meeting of Council held June 26, 2018 be adopted;
AND FURTHERMORE, that the Public Hearing minutes held June 26, 2018 be adopted."

CARRIED

18-094 BYLAW 2018-05 TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE 2017 FINANCIAL STATEMENTS / B. REDMAN

"THAT Bylaw 2018-05 Bylaw To Extend the Time Required For The Completion Of The 2017 Financial Statements be read for the first time."

CARRIED

18-095 BYLAW 2018-05 TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE 2017 FINANCIAL STATEMENTS / S. HELFRICK

"THAT Bylaw 2018-05 Bylaw To Extend the Time Required For The Completion Of The 2017 Financial Statements be read for the second time."

CARRIED

18-096 BYLAW 2018-05 TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE 2017 FINANCIAL STATEMENTS / D. WILLIAMS

"THAT Bylaw 2018-05 Bylaw To Extend the Time Required For The Completion Of The 2017 Financial Statements have three readings at this meeting."

CARRIED UNANIMOUSLY

18-097 BYLAW 2018-05 TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE 2017 FINANCIAL STATEMENTS / J. NAUMETZ

"THAT Bylaw 2018-05 Bylaw To Extend the Time Required For The Completion Of The 2017 Financial Statements be read for the third time and adopted."

CARRIED

18-098 COMMUNICATION / B. REDMAN

"THAT the following communication be filed as presented:

- a. STARS – The Future of Stars
- b. G. Simes - Thank You
- c. PARCS Update #88
- d. RCMP – Community Policing Report

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, July 24, 2018

18-099 REPORTS / S. HELFRICK

"THAT the verbal reports from:

- a. B. Redman – North Valley Waste Management Inc.
- 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

18-100 ACCOUNTS FOR PAYMENT /D. WILLIAMS

"THAT the list of accounts attached hereto and forming a part of these minutes cheque numbers 5102 to 5111 totalling \$10,359.43 is hereby approved by Resort Village Council for payment."

CARRIED

18-101 FINANCIAL STATEMENT/ D. WILLIAMS

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

CARRIED

18-102 BANK RECONCILIATION / D. WILLIAMS

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

CARRIED

18-103 2018 GARBAGE POLICY / B. REDMAN

"THAT Fort San Council approve the 2018 Garbage Policy."

CARRIED

18-104 ACTING ADMINISTRATOR MENTOR S. POPE / D. WILLIAMS

"THAT Fort San Council acknowledge the hiring by the RM of North Qu'Appelle No. 187, of Sharon Pope as Acting Administrator Nicole Keith's mentor."

CARRIED

18-105 ADJOURNMENT / J. NAUMETZ

"THAT the meeting of the Resort Village of Fort San Council be adjourned at 8:33 pm."

CARRIED

Approved this 28th day of August, 2018.



Mayor



Acting Administrator

Next meeting: Regular Meeting Tuesday, August 28, 2018 7:00 pm

BYLAW NO. 2018-05

RESORT VILLAGE OF FORT SAN

A BYLAW TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE 2017 FINANCIAL STATEMENT.


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

1. The time required for completion of certain financial and audit procedures for the Resort Village of Fort San be extended as follows:
 - a) The time required pursuant to subsection 185(1) of *The Municipalities Act* to complete the annual audit of the municipality's books and record of the annual financial statement be and is extended to September 12, 2018.
 - b) The time required pursuant to subsection 186(1) of *The Municipalities Act* for the submission of a copy of the financial statement and the auditor's report be and is extended to September 29, 2018.
 - c) The time required pursuant to subsection 185(3) of *The Municipalities Act* to publicize the financial statement or synopsis and auditor's report be and is extended to November 30, 2018.

(seal)



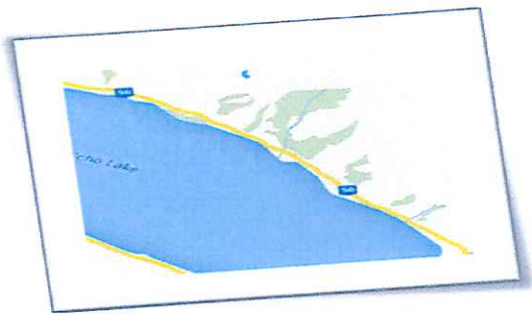
Mayor



Acting Administrator

Read a third time and adopted

this 24th day of July, 20 18



Administrator Report to Council
Tuesday, July, 2018

Bouquets: G. Simes – sign installation
Complaints:

Building Permits: 18-002 - 232 Lakeside Ave – New Dwelling – Benson – awaiting architectural drawing
18-003 - 770 Fort San Road – Stacked Cabins – Echo Lake Bible Camp – submitted to PBI
18-004 - 770 Fort San Road – Stacked Cabins – Echo Lake Bible Camp – submitted to PBI
18-009 - 535 Merlin Ave – Renovation – SSHC – approved
18-007 – 912 Fort San Road – Dwelling w/Covered Deck – submitted to PBI
18-010 – 828 Fort San Road – Detached Garage w/ Loft – submitted to PBI

Office:

Jun 27 – Jul 23	<p>Regular office duties Building Permit applications & approvals – review daily Action Items – from FS Council meeting – June 26, 2018</p> <ul style="list-style-type: none">• Submitted Assest Management Plan• Forwarded signed 2017 Financial Statements to Auditor• Hwys – square hole in Hwy 56 by 664 Fort San Road• Valley Lawn – Quote for trimming elevated areas on TCT <p>Spoke with J. Olinik regarding Bylaw Enforcement Officer Contact Highways & Infrastructure – Speed – 50 km constant speed from Intersection Hwy 210 & 56 to Fort Qu'Appelle Exchange emails with Nicole Hamm of OWZW law firm TAXervice regarding Block F, Plan 83R5496 Assessment Appeals – 2 – both Agreements to Adjust Entered Assessment Changes to MuniSoft Software FS 2018 Assessment Return – submitted to SAMA FS 2018 Tax Notices – printed, and ready for mail-out on July 31, 2018 Prepare FS agenda & motion form</p>

Dates to Remember:

Holidays -

To take holiday at later date

Respectfully submitted

N. Keith Acting Administrator

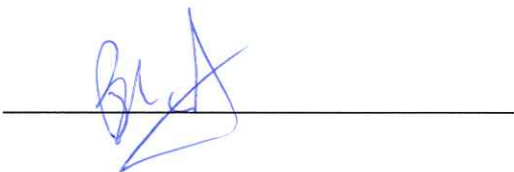
Box 99 Fort Qu'Appelle SK S0G 1S0
Phone 306-332-5979 Fax 306-332-6028
Email rm187@sasktel.net

Report Date
7/20/2018 1:25 PM

Resort Village of Fort San
List of Accounts for Approval
As of 7/20/2018
Batch: 2018-00032 to 2018-00035

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
5102	6/30/2018	Fort Pickleball Club June 2018	Donation	200.00	200.00
5103	6/30/2018	Helfrick, Steve 2017	Expense	400.00	400.00
5104	6/30/2018	Ministry of Finance Issued To: Minister of Finance June 2018	remittance	926.65	926.65
5105	6/30/2018	Sask Power 06/19/18	Street Lights	978.87	978.87
5106	7/24/2018	Haynes, Cindy 07/05/18	Appeal Fee Refund	25.00	25.00
5107	7/24/2018	Professional Building 18043085 18063085	BP Building Permit	274.75 913.50	1,188.25
5108	7/24/2018	Schwartz, Brad 07/03/18	Appeal Fee Refund	25.00	25.00
5109	7/24/2018	Valley Lawn Services 5428 5429	Contract - Walkway Contract Vonk Park	252.00 1,197.00	1,449.00
5110	7/31/2018	R.M. of North Qu'Appelle No187 2018-00090	Office Services	3,416.66	3,416.66
5111	7/31/2018	Valley Lawn Services July 2018	Contract	1,750.00	1,750.00
				Total for AP:	10,359.43

Certified Correct This July 20, 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	1,755.00	3,755.00		2,623.33	
General Office Services	65.00	185.00		185.00	
Total Fees and Charges:	1,820.13	4,039.53	0.00	2,907.86	0.00
Unconditional Transfers					
Unconditional Transfers	46,038.00	46,038.00		46,038.00	
Total Unconditional Transfers:	46,038.00	46,038.00	0.00	46,038.00	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	533.31	787.50		787.50	
Total Investment Income and Commissions:	533.31	787.50	0.00	787.50	0.00
Total REVENUES:	48,506.00	57,370.02	0.00	56,238.35	0.00
EXPENDITURES					
General Government Services					
Wages	(400.00)	(400.00)		400.00	
Benefits	214.39	214.39		(214.39)	
Professional/Contract Services	4,490.95	29,037.45		(32,504.11)	
Total General Government Services:	4,305.34	28,851.84	0.00	(32,318.50)	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
Fire Protection					
Professional/Contractual Services	700.00	700.00		(700.00)	
Total Fire Protection:	700.00	700.00	0.00	(700.00)	0.00
Total Protective Services:	700.00	977.50	0.00	(977.50)	0.00
Transportation Services					
Maintenance					
Professional/Contractual Services		2,785.00		(4,165.00)	
Utilities		4,603.84		(4,603.84)	
Maintenance, Materials & Supplies		829.98		(829.98)	
Total Maintenance:	0.00	8,218.82	0.00	(9,598.82)	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	(10,423.82)	0.00
Environmental Services					
Professional/Contractual Services	1,666.67	17,877.52		(19,544.19)	
Total Environmental Services:	1,666.67	17,877.52	0.00	(19,544.19)	0.00
Recreation and Cultural Services					
Grants and Contributions	1,222.11	3,944.22		(3,944.22)	
Total Recreation and Cultural Services:	1,222.11	3,944.22	0.00	(3,944.22)	0.00

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

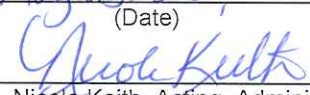
	Current	Year To Date	Budget	Variance	%
Total EXPENDITURES:	7,894.12	60,694.90	0.00	(67,208.23)	0.00
CHANGE IN NET FINANCIAL ASSETS					
REVENUES	48,506.00	57,370.02	0.00	56,238.35	0.00
EXPENDITURES	7,894.12	60,694.90	0.00	(67,208.23)	0.00
CHANGE IN NET FINANCIAL ASSETS	40,611.88	(3,324.88)	0.00	(10,969.88)	0.00
Change in Surplus	40,611.88	(3,324.88)	0.00	(10,969.88)	0.00

Account Balances	Current	Year to Date	Balance
Cash and Investments			
Cash - On Hand - Petty Cash			50.00
Cash - Bank - Demand	39,041.01	4,711.23	174,955.39
Cash - Bank - Term Deposit	477.76	477.76	161,417.28
Total Cash and Investments:	39,518.77	5,188.99	336,422.67
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(258.87)	(789.51)	5,901.89
Municipal - Tax Receivable - Arrears	(493.58)	(5,309.33)	2,390.86
Municipal - Tax Enforcement	19.04	133.84	1,447.30
Total Municipal Taxes Receivable:	(733.41)	(5,965.00)	9,740.05

Certified correct and in accordance with the records

Presented to council on


Blair Walkington, Mayor

August 28, 2018
(Date)

Nicole Keith, Acting Administrator

Resort Village of Fort San
Bank Reconciliation - Detailed

CIBC
For Ending Date 6/30/2018

110-110-120 - Cash - Bank - Demand

GL Balance to 6/30/2018 172,412.82

Service Charges: -18.50
Interest Charges: 0.00
Interest Revenue: 55.55

Adjusted Book Balance 172,449.87

Bank Statement Balance: 176,149.11

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	6/26/2018	Ch 5094	Grasslands News Group	AP	-214.33
2	6/26/2018	Ch 5096	Publications Saskatchewan	AP	-30.00
3	6/26/2018	Ch 5098	Saskatchewan Workers'	AP	-214.39
4	6/29/2018	Ch 5100	Town of Fort Qu'appelle	AP	-735.00
5	6/30/2018	Ch 5102	Fort Pickleball Club	AP	-200.00
6	6/30/2018	Ch 5103	Helfrick, Steve	AP	-400.00
7	6/30/2018	Ch 5104	Ministry of Finance	AP	-926.65
8	6/30/2018	Ch 5105	Sask Power	AP	-978.87
Subtotal:					-3,699.24

Total Uncleared: -3,699.24

Adjusted Bank Balance 172,449.87

Notes

Resort Village of Fort San
Bank Reconciliation - Detailed

Conesus Credit Union *****4487
For Ending Date 6/30/2018

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

GL Balance to 6/30/2018 160,939.52

Service Charges: 0.00
Interest Charges: 0.00
Interest Revenue: 477.76

Adjusted Book Balance 161,417.28

Bank Statement Balance: 161,417.28

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

Count	Date	Source	Transaction Description	Sub	Amount
1	12/31/2017	YE	To revers Dec interest on Conexus saving	GL	-76.03
Subtotal:					-76.03

Total Uncleared: 0.00

Adjusted Bank Balance 161,417.28

Notes