

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

Tuesday, September 25, 2018

1. Call to Order
2. Approval of Agenda
3. Adoption of Minutes
 - a. August 28, 2018 Regular Meeting
4. Business Arising from Minutes
5. Delegate
 - a. Chris Strachan - Evangelical Church Camp – 7:05 pm
6. Bylaws
7. Communication
 - a. Village of Lebreton – Response
 - b. North Valley Waste Management Authority – Minutes July 16, 2018
 - c. Fort Qu'Appelle RCMP Weekly Report – Aug 28 – Sep 3, 2018
 - d. PARCS Update #91
 - e. Fort Qu'Appelle RCMP Weekly Report – Sep 4 – Sep 10, 2018
 - f. PARCS Update #92
 - g. Fort Qu'Appelle RCMP Weekly Report – Sep 11 – Sep 17, 2018
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
 - d. Loraas Disposal Bin Request
11. New Business
 - a. Transfer from Reserves – Dudley & Co. letter
 - b. Removal for CIBC Authorities (Marcy Johnson – Do not know who to add yet from office)
 - c. CIBC Convenience Card
 - d. Fort Times – Fire Prevention Advertisement
 - e. Approved Subdivision – Lots 7 - 9, Block D, Plan BP31
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, September 25, 2018

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

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

DELEGATE: Chris Strachan of Evangelical Church Camp – 7:04 PM
Chris Strachan met with Council to discuss the 2018 Garbage Policy.

Chris Strachan left Council chambers at 7:14 pm.

18-116 AGENDA / J. NAUMETZ

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

CARRIED

Councillor B. Redman joined the Council meeting at 7:16 pm.

18-117 MINUTES / B. REDMAN

"THAT the minutes of the Fort San Resort Village regular meeting of Council held August 28, 2018 be adopted."

CARRIED

18-118 COMMUNICATION / S. HELFRICK

"THAT the following communication be filed as presented:

- a. Village of Lebreton – Response
 - b. North Valley Waste Management Authority – Minutes July 16, 2018
 - c. Fort Qu'Appelle RCMP Weekly Report – Aug 28 – Sep 3, 2018
 - d. PARCS Update #91
 - e. Fort Qu'Appelle RCMP Weekly Report – Sep 4 – Sep 10, 2018
 - f. PARCS Update #92
 - g. Fort Qu'Appelle RCMP Weekly Report – Sep 11 – Sep 17, 2018
- be accepted as presented."

CARRIED

18-119 REPORTS / B. REDMAN

"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
 - 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, September 25, 2018

18-120 ACCOUNTS FOR PAYMENT / S. HELFRICK

"THAT the list of accounts attached hereto and forming a part of these minutes cheque numbers 5121 to 5128 totalling \$208,864.23 is hereby approved by Resort Village Council for payment."

CARRIED

18-121 FINANCIAL STATEMENT/ S. HELFRICK

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

CARRIED

18-122 BANK RECONCILIATION / B. REDMAN

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

CARRIED

18-123 TRANSFER FROM RESERVES / S. HELFRICK

"THAT Fort San Council approve the 2017 transfer of \$93, 475.00 from Reserves to the General Account to be ratified, as per Dudley & Company LLP written report."

CARRIED

18-124 CIBC SIGNING AUTHORITIES / S. HELFRICK

"THAT Fort San Council approve the removal Marcy Johnson as signing authorities at CIBC."

CARRIED

18-125 CIBC CONVENIENCE CARD / J. NAUMETZ

"THAT Fort San Resort Council authorize Acting Administrator N. Keith to remove the previous Administrator from the CIBC Convenience Card and then register for a new CIBC Convenience Card."

CARRIED

18-126 FORT TIMES FIRE PREVENTION ADVERTISEMENT / B. REDMAN

"THAT Fort San Council approve the advertising cost of \$50.00 plus GST to sponsor one crew member for the Fort Times for the Fire Prevention Edition."

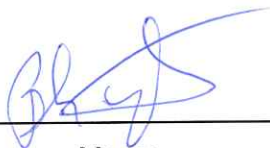
CARRIED

18-127 ADJOURNMENT / B. REDMAN

"THAT the meeting of the Resort Village of Fort San Council be adjourned at 8:10 pm."

CARRIED

Approved this 23rd day of October, 2018.

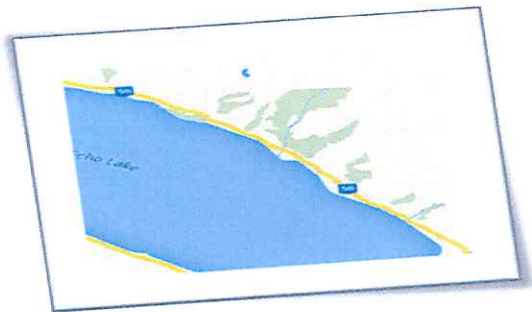


Mayor



Acting Administrator

Next meeting: Regular Meeting Tuesday, October 23, 2018 7:00 pm



Administrator Report to Council
Tuesday, September 25, 2018

Bouquets:
Complaints:

Building Permits: 18-002 - 232 Lakeside Ave – New Dwelling – Benson – approved
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
18-011 – 814 Fort San Road – Detached Garage w/Storage Loft - approved

Office:

Aug 25 – Sep 24	<ul style="list-style-type: none">-Regular office duties-Building Permit applications & approvals – review dailyAction Items – from FS Council meeting August 28, 2018<ul style="list-style-type: none">• Sent Leading Thunderbird Lodge copy of draft Municipal Service Agreement for their September 6, 2018 stakeholder meeting.• Letter from Dudley & Company regarding Journal Entries for Financial Statement• Journal entries done June 2018.• Contacted Valley Lawn Services regarding the hole by Demoskoff's. Jim W. said he would contact Blair.• Letter to Echo Valley Resorts regarding tax abatement.• Letter to Echo Lake Bible Camp regarding interest in Loraas bin.• Request quote for whole tree removal beside 431 Lawless Street.-Received call from Chris Strachan regarding Loraas bin request letter. He-Emailed Leading Thunderbird Lodge regarding draft Municipal Service Agreement for update. No response at this time.-Replied by email to Provincial Mediation Board, sent update on Tax-Prepare FS agenda, review previous minutes, financial statements & motion form for
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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

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
5121	8/31/2018	Dudley & Company 24372	2017 Audit	3,163.50	3,163.50
5122	8/31/2018	Ministry of Finance Issued To: Minister of Finance 08/18 Remit	August Remittance	184,620.88	184,620.88
5123	8/31/2018	Minister Of Finance RP-2018-019	2018 Rural Policing	10,132.14	10,132.14
5124	8/31/2018	Sask Power 08/18 Str Light	Street Lights	978.87	978.87
5125	9/25/2018	North Valley Waste Management 8022023	Quarterly Contribution	3,855.42	3,855.42
5126	9/25/2018	Professional Building 18083185	5 Building Inspections	946.76	946.76
5127	9/28/2018	R.M. of North Qu'Appelle No187 2018-00106	Office services- September	3,416.66	3,416.66
5128	9/28/2018	Valley Lawn Services 9/18 Contract	Garbage Contract	1,750.00	1,750.00
				Total for AP:	208,864.23

Certified Correct This September 21, 2018



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

	Current	Year To Date	Budget	Variance	%
REVENUES					
Taxation					
Municipal Taxes					
General Municipal Levy		171,058.41	172,061.84	(1,003.43)	0.58-
Abatements and Adjustments			(1,500.00)	1,500.00	100.00
Discount on Current Year Taxes	(19,476.94)	(19,800.72)	(22,461.13)	2,660.41	11.84
Net Municipal Taxes	(19,476.94)	151,257.69	148,100.71	3,156.98	2.13
Penalties on Tax Arrears	170.31	1,556.60	1,600.00	(43.40)	2.71-
Total Taxation:	(19,306.63)	152,814.29	149,700.71	3,113.58	2.08
Fees and Charges					
Licenses and Permits	800.00	6,760.00	4,500.00	2,260.00	50.22
General Office Services		185.00	350.00	(165.00)	47.14-
A/R Interest	22.63	122.29		122.29	
Total Fees and Charges:	822.63	7,067.29	4,850.00	2,217.29	45.72
Unconditional Grants					
Unconditional - (Revenue Sharing)		46,038.00	49,252.00	(3,214.00)	6.53-
Total Unconditional Grants:	0.00	46,038.00	49,252.00	(3,214.00)	6.53-
Conditional Grants					
Federal	5,853.10	11,425.70	11,250.00	175.70	1.56
Total Conditional Grants:	5,853.10	11,425.70	11,250.00	175.70	1.56
Investment Income and Commissions					
Investment and Income Revenue	90.54	938.07	1,000.00	(61.93)	6.19-
Total Investment Income and Commissions:	90.54	938.07	1,000.00	(61.93)	6.19-
Total REVENUES:	(12,540.36)	218,283.35	216,052.71	2,230.64	1.03
EXPENDITURES					
General Government Services					
Wages			2,000.00	2,000.00	100.00
Benefits	193.37	407.76	400.00	(7.76)	1.94-
Professional/Contract Services	7,104.40	40,758.68	61,550.00	20,791.32	33.78
Maintenance, Material and Supplies			500.00	500.00	100.00
Grants and Contributions			500.00	500.00	100.00
Interest		6.38		(6.38)	
Other			1,000.00	1,000.00	100.00
Total General Government Services:	7,297.77	41,172.82	65,950.00	24,777.18	37.57
Protective Services					
Police Protection					
Contractual Services	10,132.14	10,409.64	9,000.00	(1,409.64)	15.66-
Total Police Protection:	10,132.14	10,409.64	9,000.00	(1,409.64)	15.66-
Fire Protection					
Professional/Contractual Services		700.00	4,750.00	4,050.00	85.26
Total Fire Protection:	0.00	700.00	4,750.00	4,050.00	85.26
Total Protective Services:	10,132.14	11,109.64	13,750.00	2,640.36	19.20
Transportation Services					
Maintenance					
Professional/Contractual Services	9,600.00	13,765.00	25,000.00	11,235.00	44.94
Utilities	1,864.50	7,400.59	11,000.00	3,599.41	32.72
Maintenance, Materials & Supplies		829.98	40,500.00	39,670.02	97.95
Capital Expenditures			14,000.00	14,000.00	100.00
Total Maintenance:	11,464.50	21,995.57	90,500.00	68,504.43	75.70
Snow Removal					
Maintenance, Materials & Supplies		825.00	6,000.00	5,175.00	86.25
Total Snow Removal:	0.00	825.00	6,000.00	5,175.00	86.25
Total Transportation Services:	11,464.50	22,820.57	96,500.00	73,679.43	76.35
Environmental Services					

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

	Current	Year To Date	Budget	Variance	%
Professional/Contractual Services	1,666.67	21,210.86	46,500.00	25,289.14	54.39
Total Environmental Services:	1,666.67	21,210.86	46,500.00	25,289.14	54.39
Planning and Development Services					
Professional/Contractual Services			100.00	100.00	100.00
Total Planning and Development Services:	0.00	0.00	100.00	100.00	100.00
Recreation and Cultural Services					
Grants and Contributions		3,944.22	5,700.00	1,755.78	30.80
Other		200.00		(200.00)	
Total Recreation and Cultural Services:	0.00	4,144.22	5,700.00	1,555.78	27.29
Total EXPENDITURES:	30,561.08	100,458.11	228,500.00	128,041.89	56.04
CHANGE IN NET FINANCIAL ASSETS					
REVENUES	(12,540.36)	218,283.35	216,052.71	2,230.64	1.03
EXPENDITURES	30,561.08	100,458.11	228,500.00	128,041.89	56.04
CHANGE IN NET FINANCIAL ASSETS	(43,101.44)	117,825.24	(12,447.29)	130,272.53	1046.59
Change in Surplus	(43,101.44)	117,825.24	(12,447.29)	130,272.53	1046.59


Account Balances	Current	Year to Date	Balance
Cash and Investments			
Cash - On Hand - Petty Cash			50.00
Cash - Bank - Demand	87,404.20	83,737.41	253,981.57
Cash - Bank - Term Deposit		477.76	161,417.28
Total Cash and Investments:	87,404.20	84,215.17	415,448.85
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(130,002.23)	40,225.92	46,917.32
Municipal - Tax Receivable - Arrears	(8.87)	(5,318.20)	2,381.99
Municipal - Tax Enforcement	(12.96)	139.92	1,453.38
Total Municipal Taxes Receivable:	(130,024.06)	35,047.64	50,752.69


Certified correct and in accordance with the records

Presented to council on

October 23, 2018

(Date)


Blair Walkington, Mayor


Nicole Keith, Acting Administrator

Resort Village of Fort San
Bank Reconciliation - Detailed

CIBC
For Ending Date 8/31/2018

110-110-120 - Cash - Bank - Demand

GL Balance to 8/31/2018 253,909.53

Service Charges:	-18.50
Interest Charges:	0.00
Interest Revenue:	90.54
Subtotal:	253,981.57

Future-dated Cleared Deposits: 961.75

Adjusted Book Balance 254,943.32

Bank Statement Balance: 454,924.07

Deposits in Transit

Count	Date	Source	Transaction Description	Sub	Amount
1	8/31/2018	2018-0063	e-Transfer - 2018-08-31	RC	200.00
Subtotal:					200.00

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	6/30/2018	Ch 5103	Helfrick, Steve	AP	-400.00
2	7/24/2018	Ch 5108	Schwartz, Brad	AP	-25.00
3	8/28/2018	Ch 5115	Professional Building	AP	-391.99
4	8/28/2018	Ch 5117	Saskatchewan Workers'	AP	-193.37
5	8/28/2018	Ch 5120	UMAAS	AP	-275.00
6	8/31/2018	Ch 5121	Dudley & Company	AP	-3,163.50
7	8/31/2018	Ch 5122	Ministry of Finance	AP	-184,620.88
8	8/31/2018	Ch 5123	Minister Of Finance	AP	-10,132.14
9	8/31/2018	Ch 5124	Sask Power	AP	-978.87
Subtotal:					-200,180.75

Total Uncleared: -199,980.75

Adjusted Bank Balance 254,943.32

Notes