

RESORT VILLAGE OF FORT SAN
AGENDA
Regular Meeting of Council
7:00 p.m.

Tuesday, August 22 2017

1. Call to Order
2. Delegate
 - a. Steve Bell – Development in Fort San
3. Approval of Agenda
4. Adoption of Minutes
 - a. July 25, 2017 – regular meeting
5. Business Arising From Minutes
6. Bylaws
7. Communication
 - a. Calling Lakes District Planning Commission minutes June 12 and July 11, 2017
 - b. PARCS 2017 convention
 - c. PARCS # 75 July 2017 and # 76 August 2017
 - d. Regina Qu'Appelle Health Region – open house August 31, 2017
 - e. 2017 Crime Prevention Guide – advertising opportunity
8. Reports
 - a. B. Redman – North Valley Waste Management Inc.
 - b. J. Naumetz – Regional Library
 - c. S. Helfrick - Calling Lakes District Planning Commission
 - d. M. Johnson – Administration
9. Accounts for Payment / Statement of Financial Activities / Bank Reconciliation
10. Unfinished Business
11. New Business
 - a. NSF fees
 - b. Assessment Appeals
 - c. 928 Fort San Road – walkway, elm trees and roadways
 - d. Echo Valley Resorts – demolition
12. Adjournment

Resort Village of Fort San
Regular meeting of Council held in the Resort Village Council Chambers
Fort Qu'Appelle Saskatchewan
7:00 p.m. Tuesday, August 22, 2017

Present:	Mayor:	Blair Walkington
	Council Members:	John Naumetz
		Brad Redman
		Steve Helfrick
		Don Williams
	Administrator:	Marcy Johnson

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

17-095 AGENDA / J. NAUMETZ

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

CARRIED

17-096 MINUTES / D. WILLIAMS

"THAT the minutes of the Fort San Resort Village regular meeting of Council held July 25, 2017 be adopted as presented."

CARRIED

17-097 COMMUNICATION / S. HELFRICK

"THAT the following communication be filed as presented:

- a. Calling Lakes District Planning Commission minutes June 12 and July 11, 2017
- b. PARCS 2017 convention
- c. PARCS # 75 July 2017 and # 76 August 2017
- d. Regina Qu'Appelle Health Region – open house August 31, 2017
- e. 2017 Crime Prevention Guide – advertising opportunity."

CARRIED

17-098 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. M. Johnson – Administration
- be accepted as presented."

CARRIED

17-099 ACCOUNTS FOR PAYMENT / D. WILLIAMS

"THAT the list of accounts attached hereto and forming a part of these minutes cheque numbers 4987 to 4997 totalling \$71,735.04, is hereby approved by Resort Village Council for payment."

CARRIED

17-100 FINANCIAL STATEMENT / J. NAUMETZ

"THAT the Statement of Financial Activities for the month of July 2017, attached and forming a part of these minutes, be accepted as presented."

CARRIED

17-101 BANK RECONCILIATION / S. HELFRICK

"THAT the Bank Reconciliation for the month of June 2017, attached and forming a part of these minutes, be accepted as presented."

CARRIED

17-102 NSF FEES / J. NAUMETS

"THAT Fort San Resort Village Council approve the fee of \$25.00 per NSF cheques."

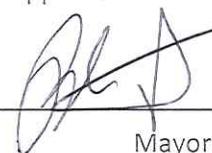
CARRIED

17-103 ADJOURNMENT / B. REDMAN

"THAT the meeting of the Resort Village of Fort San Council be adjourned at 8:24 p.m."

CARRIED

Approved this 26 day of September, 2017.


Mayor


Administrator

Next meeting:

Regular Meeting Tuesday, September 26, 2017 7:00 pm

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
4987	8/01/2017	R.M. of North Qu'Appelle No187 2017-00081	Office Services	3,416.66	3,416.66
4988	8/01/2017	Prairie Valley S. D. #208 July 2017	Collection for July 2017	50,469.35	50,469.35
4989	8/01/2017	Sask Power 7447	Power	953.61	953.61
4990	8/22/2017	Davies, Brian August 2017	Refund- Appeal Fee	25.00	25.00
4991	8/22/2017	Echo Valley Resorts Ltd. 08/18/17	Refund Appeal Fee	25.00	25.00
4992	8/22/2017	Montague, Gail 08/18/17	Refund Appeal Fee	25.00	25.00
4993	8/22/2017	North Valley Waste Management 170801	Quarterly Contribution	3,131.70	3,131.70
4994	8/22/2017	Professional Building 17073185	Building Inspections	974.74	974.74
4995	8/22/2017	Valley Lawn Services 4817 4818 4819	Contract - Vonk Park Contract - Cut Brush Contract-Walkway	2,016.00 4,981.93 3,774.75	10,772.68
4996	8/22/2017	Saskatchewan Workers' 4337662 - 2	Benefits	191.30	191.30
4997	8/31/2017	Valley Lawn Services Aug 2017	Contract - Garbage	1,750.00	1,750.00
				Total for AP:	71,735.04

Certified Correct This August 18, 2017



Resort Village of Fort San
Statement of Financial Activities - Detailed
For the Period Ending July 31, 2017

	Current	Year To Date	Budget	Variance	%
REVENUES					
TAXATION					
Municipal Taxes					
410-110-100 - General Municipal Levy	171,986.84	171,986.84	172,062.00	(75.16)	0.04-
410-120-100 - Abatements and Adjustments			1,000.00	(1,000.00)	100.00-
410-130-100 - Discount on Municipal Tax - Property	(5,207.79)	(5,400.08)	(22,000.00)	16,599.92	75.45
	166,779.05	166,586.76	151,062.00	15,524.76	10.28
Penalties on Tax Arrears					
410-400-110 - Tax Penalties	128.65	1,116.80	1,500.00	(383.20)	25.55-
	128.65	1,116.80	1,500.00	(383.20)	25.55-
TOTAL TAXATION:	166,907.70	167,703.56	152,562.00	15,141.56	9.92
FEES AND CHARGES					
Sale of Supplies and Gravel					
420-200-500 - F&C - Sale of Supplies		1,146.00		1,146.00	
	0.00	1,146.00	0.00	1,146.00	0.00
Licenses and Permits					
420-710-100 - F&C - Building Permits		1,210.00	4,000.00	(2,790.00)	69.75-
420-710-210 - F&C - Development Permits	250.00	400.00	500.00	(100.00)	20.00-
	250.00	1,610.00	4,500.00	(2,890.00)	64.22-
Other					
Tax Certificate					
420-800-100 - F&C - Tax Certificate	75.00	210.00	200.00	10.00	5.00
	75.00	210.00	200.00	10.00	5.00
General Office Services Provided					
420-800-220 - F&C - Appeal Fees	75.00	150.00		150.00	
	75.00	150.00	0.00	150.00	0.00
	150.00	360.00	200.00	160.00	80.00
TOTAL FEES AND CHARGES:	400.00	3,116.00	4,700.00	(1,584.00)	33.70-
UNCONDITIONAL TRANSFERS					
Unconditional Transfers					
450-110-100 - Unconditional - (Revenue Sharing)		49,252.00	49,252.00		
	0.00	49,252.00	49,252.00	0.00	0.00
TOTAL UNCONDITIONAL TRANSFERS:	0.00	49,252.00	49,252.00	0.00	0.00
INVESTMENT INCOME AND COMMISSIONS					
Investment and Income Revenue					
470-100-100 - Interest Revenue		365.56	2,000.00	(1,634.44)	81.72-
	0.00	365.56	2,000.00	(1,634.44)	81.72-
TOTAL INVESTMENT INCOME AND COMMIS	0.00	365.56	2,000.00	(1,634.44)	81.72-
TOTAL REVENUES:	167,307.70	220,437.12	208,514.00	11,923.12	5.72

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Resort Village of Fort San
Statement of Financial Activities - Detailed
For the Period Ending July 31, 2017

	Current	Year To Date	Budget	Variance	%
EXPENDITURES					
GENERAL GOVERNMENT SERVICES					
Wages & Benefits					
Wages					
510-110-110 - GG - Council - Indemnity			2,000.00	2,000.00	100.00
	0.00	0.00	2,000.00	2,000.00	100.00
	0.00	0.00	2,000.00	2,000.00	100.00
Benefits					
510-120-110 - GG - Council - Payroll Benefits		232.58	300.00	(123.88)	41.29-
	0.00	232.58	300.00	(123.88)	41.29-
	0.00	232.58	300.00	(123.88)	41.29-
	0.00	232.58	2,300.00	1,876.12	81.57
Professional/Contract Services					
510-200-110 - GG - Cont. - Legal			500.00	500.00	100.00
510-200-120 - GG - Cont. - Office Services		20,499.96	41,000.00	20,500.04	50.00
510-200-130 - GG - Cont. - Audit/Accounting		2,940.00	3,000.00	60.00	2.00
510-200-140 - GG - Cont. - Building Inspections		2,140.00	4,000.00	931.68	23.29
510-200-150 - GG - Cont. - Assessment - SAMA		5,622.00	5,500.00	(122.00)	2.22-
510-200-160 - GG - Cont. - Board of Revision		150.00	500.00	350.00	70.00
510-200-170 - GG - Cont. - Advertising	131.96	812.06	500.00	(312.06)	62.41-
510-210-110 - GG - Mayor - Travel & Meals			250.00	250.00	100.00
510-210-120 - GG - Council - Meeting/Travel/Meals			500.00	500.00	100.00
510-210-140 - GG - Council - Committee/Travel/Meal			200.00	200.00	100.00
510-210-150 - GG - Council - Convention/Travel/Meal			500.00	500.00	100.00
510-210-170 - GG - Admin. - Training, Travel & Meals		969.09	1,500.00	530.91	35.39
510-210-175 - GG - Council Training /Travel Meals			1,000.00	1,000.00	100.00
510-230-100 - GG - Cont. - Insurance - General & Bo		1,750.00	1,600.00	(150.00)	9.38-
510-240-100 - GG - Cont. - Memberships & Subscript		1,208.95	1,500.00	291.05	19.40
510-240-150 - GG - Cont. - Conference Fees			200.00	200.00	100.00
510-250-100 - GG - Cont. - Communications			200.00	200.00	100.00
510-290-100 - GG - Cont. - Bank Charges	18.50	129.50	200.00	70.50	35.25
510-290-120 - GG - Cont. - Penny Rounding	0.01	0.01		(0.01)	
	150.47	36,221.57	62,650.00	25,500.11	40.70
Maintenance, Material and Supplies					
510-400-110 - GG - Maint. - Stationery & Postage			500.00	500.00	100.00
510-410-140 - GG - Maint. - Office Supplies		174.63	500.00	325.37	65.07
	0.00	174.63	1,000.00	825.37	82.54
Grants and Contributions					
510-500-110 - GG - Grants and Contributions		704.70	500.00	(204.70)	40.94-
	0.00	704.70	500.00	(204.70)	40.94-
Other					
510-900-110 - GG - Celebrations			500.00	500.00	100.00
	0.00	0.00	500.00	500.00	100.00
TOTAL GENERAL GOVERNMENT SERVICES	150.47	37,333.48	66,950.00	28,496.90	42.56
PROTECTIVE SERVICES					
POLICE PROTECTION					
Professional/Contractual Services					
520-210-110 - PS - Police - Contracted Services		233.75	8,000.00	7,766.25	97.08
	0.00	233.75	8,000.00	7,766.25	97.08
TOTAL POLICE PROTECTION:	0.00	233.75	8,000.00	7,766.25	97.08
FIRE PROTECTION					
Professional/Contractual Services					
525-210-100 - PS - Fire - EMS Contract - 911			240.00	240.00	100.00
525-210-110 - PS - Fire - Contracted Services			4,500.00	4,500.00	100.00
	0.00	0.00	4,740.00	4,740.00	100.00
TOTAL FIRE PROTECTION:	0.00	0.00	4,740.00	4,740.00	100.00
TOTAL PROTECTIVE SERVICES:	0.00	233.75	12,740.00	12,506.25	98.17

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Resort Village of Fort San
Statement of Financial Activities - Detailed
For the Period Ending July 31, 2017

	Current	Year To Date	Budget	Variance	%
TRANSPORTATION SERVICES					
MAINTENANCE					
Professional/Contractual Services					
530-210-120 - TS - Maint. - Contract - Contract		4,376.58	5,000.00	623.42	12.47
530-210-130 - TS - Maint. - Contract - Walkway		3,900.00	15,000.00	11,100.00	74.00
530-210-160 - TS - Maint. - Cont. - Cut Brush			5,000.00	5,000.00	100.00
	0.00	8,276.58	25,000.00	16,723.42	66.89
Utilities					
530-310-100 - TS - Maint. - Utility - Street Lights		5,437.03	10,500.00	5,062.97	48.22
	0.00	5,437.03	10,500.00	5,062.97	48.22
Maintenance, Materials & Supplies					
530-460-100 - TS - Maint. - Asphalt/Surfacing Materia		40,870.00	42,000.00	1,130.00	2.69
530-470-100 - TS - Maint. - Road/Street Signs			250.00	250.00	100.00
	0.00	40,870.00	42,250.00	1,380.00	3.27
Capital Expenditures					
530-600-699 - TS - Maint. - Amort - Infrastructure			14,000.00	14,000.00	100.00
	0.00	0.00	14,000.00	14,000.00	100.00
TOTAL MAINTENANCE:	0.00	54,583.61	91,750.00	37,166.39	40.51
SNOW REMOVAL					
Maintenance, Materials & Supplies					
537-430-100 - TS - Snow - Gravel/Sand		900.00	6,000.00	5,100.00	85.00
	0.00	900.00	6,000.00	5,100.00	85.00
TOTAL SNOW REMOVAL:	0.00	900.00	6,000.00	5,100.00	85.00
TOTAL TRANSPORTATION SERVICES:	0.00	55,483.61	97,750.00	42,266.39	43.24
ENVIRONMENTAL SERVICES					
Professional/Contractual Services					
40-200-110 - EH - Waste Collection	1,900.11	10,241.00	17,000.00	5,092.33	29.95
540-200-120 - EH - Waste Collection Site		6,263.40	13,500.00	4,104.90	30.41
540-200-130 - EH - Sewage Lagoon			20,000.00	20,000.00	100.00
540-210-100 - EH - Cont. - Pest Control			2,000.00	2,000.00	100.00
	1,900.11	16,504.40	52,500.00	31,197.23	59.42
TOTAL ENVIRONMENTAL SERVICES:	1,900.11	16,504.40	52,500.00	31,197.23	59.42
PLANNING AND DEVELOPMENT SERVICES					
Professional/Contractual Services					
560-200-110 - P&D - Cont. - Other Services		45.00		(45.00)	
	0.00	45.00	0.00	(45.00)	0.00
TOTAL PLANNING AND DEVELOPMENT SERVICES:	0.00	45.00	0.00	(45.00)	0.00
RECREATION AND CULTURAL SERVICES					
Grants and Contributions					
570-500-120 - R&C - Grants - Rexentre			3,000.00	3,000.00	100.00
570-500-130 - R&C - Grants - Library/Museum		2,058.87	2,000.00	(58.87)	2.94
	0.00	2,058.87	5,000.00	2,941.13	58.82
TOTAL RECREATION AND CULTURAL SERVICES:	0.00	2,058.87	5,000.00	2,941.13	58.82
TOTAL EXPENDITURES:	2,050.58	111,659.11	234,940.00	117,362.90	49.95
CHANGE IN NET-FINANCIAL ASSETS	165,257.12	108,778.01	(26,426.00)	129,286.02	489.24
Change in Non-Financial Assets		(22.00)		(22.00)	
CHANGE IN NET ASSETS	165,257.12	108,800.01	(26,426.00)	129,308.02	489.32
TRANSFERS					
590-110-100 - Transfer to Reserves			(6,283.00)	(6,283.00)	100.00
CHANGE IN SURPLUS	165,257.12	108,800.01	(20,143.00)	123,025.02	610.76

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Resort Village of Fort San
Statement of Financial Activities - Detailed
For the Period Ending July 31, 2017

	Current	Year To Date	Budget	Variance	%
ACCOUNT BALANCES					
Cash and Investments					
110-110-110 - Cash - On Hand - Petty Cash			50.00		
110-110-120 - Cash - Bank - Demand	78,383.05	30,655.85	195,016.35		
110-110-130 - Cash - Bank - Term Deposit		365.56	160,379.60		
Total Cash and Investments:	78,383.05	31,021.41	355,445.95		

Municipal Taxes Receivable			
110-200-100 - Municipal - Tax Receivable - Current	137,442.36	137,068.50	141,261.11
110-200-110 - Municipal - Tax Receivable - Arrears	(571.97)	(4,857.36)	1,973.86
110-200-120 - Municipal - Tax Enforcement	99.83	(142.18)	1,119.26
Total Municipal Taxes Receivable:	136,970.22	132,068.96	144,354.23

Certified correct and in accordance with the records

Presented to council on

Aug 22/17
(Date)
Blair Warkington
Blair Warkington, Mayor

Marcy Johnson
Marcy Johnson, Administrator

Resort Village of Fort San
Bank Reconciliation - Detailed

CIBC
For Ending Date 7/31/2017

<u>110-110-120 - Cash - Bank - Demand</u>	
GL Balance to 7/31/2017	195,034.85
Service Charges:	-18.50
Interest Charges:	0.00
Interest Revenue:	0.00
Adjusted Book Balance	195,016.35

Bank Statement Balance: 195,154.91

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	7/25/2017	Ch 4984	Grasslands News Group	AP	-138.56
Subtotal:					-138.56
Total Uncleared:					-138.56
Adjusted Bank Balance					195,016.35

Notes

Bw
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