

**RESORT VILLAGE OF FORT SAN  
AGENDA**

Tuesday, November 22, 2016 7:00 pm

1. Call to Order
2. Delegate
3. Approval of Agenda
4. Adoption of Minutes
  - a. October 25, 2016
5. Business Arising From Minutes
6. Bylaws
  - a. Code of Ethics
7. Correspondence
  - a. SUMA – Congratulations from Executive
  - b. SUMAssure News
  - c. Sask Water – Lake Levels
  - d. Calling Lakes District Planning Commission
8. Reports
  - a. S. Helfrick – Calling Lakes District Planning Commission
  - b. B. Redman – North Valley Waste Management Inc.
  - c. J. Naumetz – Regional Library
  - d. M. Johnson – Administration
9. Accounts for Payment / Financial Reports / Bank Reconciliation
10. Unfinished Business
  - a. Echo Valley Resort Ltd
  - b. Dead Elm Tree Policy
  - c. Building Inspector
  - d. Vision / Mission Statement
11. New Business
  - a. SUMAssure – insurance
  - b. SUMA Annual Convention
  - c. Telpay Conexus
  - d. Signing Authority
  - e. Trees on Miller Ave.
12. Adjournment

BW

MD

**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, November 22, 2016**

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

A quorum being present, Mayor B. Walkington called the meeting to order at 7:10 p.m.

Councillor D. Williams arrived in Council Chambers at 7:15 p.m.

**16-126 AGENDA / J. NAUMETZ**

"THAT the agenda be adopted with the following addition;  
New business  
f. Public Disclosure Statement."

CARRIED

**16-127 MINUTES / S. HELFRICK**

"THAT the minutes of the regular meeting of Council held October 25, 2016 be adopted  
with as presented."

CARRIED

**16-128 CORRESPONDENCE / D. WILLIAMS**

"THAT the following correspondence be filed as presented:

- a. SUMA – Congratulations from Executive
- b. SUMAssure News
- c. Sask Water – Lake Levels
- d. Calling Lakes District Planning Commission

CARRIED

**16-129 REPORTS / D. WILLIAMS**

"THAT the verbal/ written reports from:

- a. S. Helfrick – Calling Lakes District Planning Commission
  - b. B. Redman – North Valley Waste Management Inc.
  - c. J. Naumetz – Regional Library
  - d. M. Johnson – Administration
- be accepted as presented."

CARRIED

**16-130 ACCOUNTS FOR PAYMENT / B. REDMAN**

"THAT the list of accounts attached hereto and forming a part of these minutes cheque  
numbers 4881 to 4894 totalling \$13,090.10 is hereby approved by Resort Village Council  
for payment."

CARRIED

**16-131 FINANCIAL STATEMENT/ J. NAUMETZ**

"THAT the Statement of Financial Activities for the month of October 2016, attached and  
forming a part of these minutes, be accepted as presented."

CARRIED

**16-132 BANK RECONCILIATION / D. WILLIAMS**

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

CARRIED

**16-133 SUMA ANNUAL CONVENTION / S. HELFRICK**

"THAT Fort San Council approve the Administrator to attend the SUMA Convention  
February 5-8 held in Saskatoon with all expenses paid."

CARRIED

BW

**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, November 22, 2016**

**16-134 TELPAY / D. WILLIAMS**

"THAT Fort San Council acknowledge a void cheque number 4883 for the application of Telpay with the Conexus Credit Union."

CARRIED

**16-135 SIGNING AUTHORITY / B. REDMAN**

"THAT Fort San Council bank signers at CIBC and Conexus be:  
Mayor Blair Walkington  
Councillors Steve Helfrick, John Naumetz, Brad Redman, and Don Williams."

CARRIED

**16-136 PUBLIC DISCLOSURE STATEMENT / S. HELFRICK**

"THAT Fort San Council acknowledge that all councillors have provided the Administrator M. Johnson with their public disclosure statements."

CARRIED

**16-137 ADJOURNMENT / B. REDMAN**

"THAT the meeting of the Resort Village of Fort San be adjourned at 8:40 p.m."

CARRIED

Approved this 12 day of December, 2016.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

Next meeting:  
Regular Meeting Monday, December 12, 2016 7:00 p.m.

Report Date  
11/18/2016 2:51 PM

Resort Village of Fort San  
**List of Accounts for Approval**  
As of 11/18/2016  
Batch: 2016-00061 to 2016-00064

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Bank Code: AP - AP GENERAL

Computer Cheques:

4881	10/31/2016	Prairie Valley S. D. #208			
		10/16 Taxes	Taxes Collected	2,635.21	2,635.21
4882	10/31/2016	Sask Power			
		10/16	Street Lights	920.59	920.59
4883	11/22/2016	Void during printing			
4884	11/22/2016	Brian Breti			
		11/16/16	Bldg Permit Refund- B. Breti	225.00	225.00
4885	11/22/2016	Grasslands News Group			
		00023403	Ad.- Fire Prevention	47.25	47.25
4886	11/22/2016	Grismer, Camille			
		594	Extra yard debris	288.23	288.23
4887	11/22/2016	Kotrla, Norbert			
		10/31	Bldg Insp. Carnochan 6&7	300.00	
		11/8/16	Bldg. Insp. McCreery #2	150.00	
		11/10/16	Bldg. Insp. B. Davies #2	150.00	
		11/15/16	Bld Insp. McCreery #3	150.00	750.00
4888	11/22/2016	R.M. of North Qu'Appelle No187			
		2016-00125	Maint.- Cold Mix	540.00	540.00
4889	11/22/2016	North Valley Waste Management			
		161031	Quarterly Contribution	3,067.35	3,067.35
4890	11/22/2016	SARM			
		20974	P & D SARM	44.63	44.63
4891	11/22/2016	Sask Tel CMR			
		Oct2016	Utility-Phone	186.18	186.18
4892	11/22/2016	SUMA - Saskatchewan Urban			
		11/16 Conf.	Conference fee SUMA	65.00	65.00
4893	11/30/2016	Grismer, Camille			
		11/30/16	Contract-Nov/16	1,332.00	1,332.00
4894	11/30/2016	R.M. of North Qu'Appelle No187			
		2016-00119	Contract-Office Services	2,988.66	2,988.66
				Total for AP:	13,090.10

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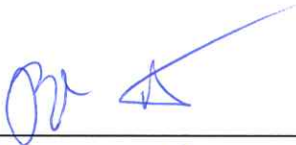
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Report Date  
11/18/2016 2:51 PM

Resort Village of Fort San  
List of Accounts for Approval  
As of 11/18/2016  
Batch: 2016-00061 to 2016-00064

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This November 18, 2016

  
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**Resort Village of Fort San**  
**Statement of Financial Activities - Condensed**  
For the Period Ending October 31, 2016

	Current	Year To Date	Budget	Variance	%
<b>REVENUES</b>					
<b>Taxation</b>					
<b>Municipal Taxes</b>					
General Municipal Levy		164,745.96	163,122.00	1,623.96	1.00
Abatements and Adjustments			(1,500.00)	1,500.00	100.00
Discount on Current Year Taxes	(31.98)	(21,907.71)	(22,000.00)	92.29	0.42
<b>Net Municipal Taxes</b>	<b>(31.98)</b>	<b>142,838.25</b>	<b>139,622.00</b>	<b>3,216.25</b>	<b>2.30</b>
Potash Tax Share					
Trailer License Fees					
Penalties on Tax Arrears	110.59	1,359.98		1,359.98	
Local Improvement Levy					
Special Municipal Levy					
Other					
<b>Total Taxation:</b>	<b>78.61</b>	<b>144,198.23</b>	<b>139,622.00</b>	<b>4,576.23</b>	<b>3.28</b>
<b>Fees and Charges</b>					
Custom Work					
Sale of Supplies and Gravel		387.54		387.54	
Rentals					
Policing and Fire Fees			800.00	(800.00)	100.00-
Recreation Fees					
Cemetery Fees					
Licenses and Permits	3,955.00	7,290.00	3,000.00	4,290.00	143.00
General Office Services	45.00	235.00	100.00	135.00	135.00
Landfill/Waste Collection Fees					
Other					
<b>Total Fees and Charges:</b>	<b>4,000.00</b>	<b>7,912.54</b>	<b>3,900.00</b>	<b>4,012.54</b>	<b>102.89</b>
<b>Maintenance and Development Charges</b>					
Road Maintenance and Restoration Agreement:					
Development Charges					
Public Reserve					
Other					
<b>Total Maintenance and Development Charge</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Utilities</b>					
Water					
Sewer					
Other Utilities					
<b>Total Utilities:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Unconditional Transfers</b>					
Unconditional Transfers		44,932.00	43,930.00	1,002.00	2.28
<b>Total Unconditional Transfers:</b>	<b>0.00</b>	<b>44,932.00</b>	<b>43,930.00</b>	<b>1,002.00</b>	<b>2.28</b>
<b>Conditional Grants</b>					
Federal		10,883.40	10,620.00	263.40	2.48
Provincial		11,075.25		11,075.25	
Local					
<b>Total Conditional Grants:</b>	<b>0.00</b>	<b>21,958.65</b>	<b>10,620.00</b>	<b>11,338.65</b>	<b>106.77</b>
<b>Grants in Lieu of Taxes</b>					
Federal					
Provincial					
Local					
Other					
<b>Total Grants in Lieu of Taxes:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Capital Asset Proceeds</b>					
Capital Asset Proceeds					
<b>Total Capital Asset Proceeds:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Land Sales - Gain</b>					
Land Sales Gains					
<b>Total Land Sales - Gain:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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**Resort Village of Fort San**  
**Statement of Financial Activities - Condensed**  
For the Period Ending October 31, 2016

	Current	Year To Date	Budget	Variance	%
<b>Investment Income and Commissions</b>					
Investment and Income Revenue	78.76	3,258.42	2,000.00	1,258.42	62.92
<b>Total Investment Income and Commissions:</b>	<b>78.76</b>	<b>3,258.42</b>	<b>2,000.00</b>	<b>1,258.42</b>	<b>62.92</b>
<b>Other Revenues</b>					
Other Revenue					
<b>Total Other Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total REVENUES:</b>	<b>4,157.37</b>	<b>222,259.84</b>	<b>200,072.00</b>	<b>22,187.84</b>	<b>11.09</b>

**EXPENDITURES**

**General Government Services**

Wages		700.00	3,500.00	2,800.00	80.00
Benefits		234.78	500.00	265.22	53.04
Professional/Contract Services	4,516.08	46,075.91	71,000.00	24,624.09	34.68
Utilities	182.91	1,691.41	2,300.00	608.59	26.46
Maintenance, Material and Supplies	(156.38)	741.53	1,500.00	758.47	50.56
Grants and Contributions		400.00	400.00		
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
<b>Total General Government Services:</b>	<b>4,542.61</b>	<b>49,843.63</b>	<b>79,200.00</b>	<b>29,056.37</b>	<b>36.69</b>

**Protective Services**

**Police Protection**

Wages and Benefits					
Contractual Services			8,000.00	8,000.00	100.00
Utilities					
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Other					

<b>Total Police Protection:</b>	<b>0.00</b>	<b>0.00</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>100.00</b>
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**Fire Protection**

Wages					
Benefits					
Professional/Contractual Services		4,752.15	4,740.00	(12.15)	0.26-
Utilities					
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					

<b>Total Fire Protection:</b>	<b>0.00</b>	<b>4,752.15</b>	<b>4,740.00</b>	<b>(12.15)</b>	<b>0.26-</b>
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<b>Total Protective Services:</b>	<b>0.00</b>	<b>4,752.15</b>	<b>12,740.00</b>	<b>7,987.85</b>	<b>62.70</b>
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**Transportation Services**

**Maintenance**

Wages					
Benefits					
Professional/Contractual Services	7,752.50	21,520.50	21,000.00	(520.50)	2.48
Utilities	876.75	8,508.37	11,000.00	2,491.63	22.65
Maintenance, Materials & Supplies	25,065.00	25,073.34	45,525.00	20,451.66	44.92
Grants and Contributions					
Capital Expenditures			14,000.00	14,000.00	100.00
Interest					
Allowance for Uncollectibles					
Other					

<b>Total Maintenance:</b>	<b>33,694.25</b>	<b>55,102.21</b>	<b>91,525.00</b>	<b>36,422.79</b>	<b>39.80</b>
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**Construction**

Wages					
Benefits					
Professional/Contractual Services					

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**Resort Village of Fort San**  
**Statement of Financial Activities - Condensed**  
For the Period Ending October 31, 2016

	Current	Year To Date	Budget	Variance	%
Utilities					
Maintenance, Materials & Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
<b>Total Construction:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Snow Removal</b>					
Wages					
Benefits					
Professional/Contractual Services					
Maintenance, Materials & Supplies		1,025.00	6,000.00	4,975.00	82.92
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
<b>Total Snow Removal:</b>	<b>0.00</b>	<b>1,025.00</b>	<b>6,000.00</b>	<b>4,975.00</b>	<b>82.92</b>
<b>Total Transportation Services:</b>	<b>33,694.25</b>	<b>56,127.21</b>	<b>97,525.00</b>	<b>41,397.79</b>	<b>42.45</b>
<b>Environmental Services</b>					
Wages and Benefits					
Professional/Contractual Services	3,356.08	25,174.60	50,450.00	25,275.40	50.10
Utilities					
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
<b>Total Environmental Services:</b>	<b>3,356.08</b>	<b>25,174.60</b>	<b>50,450.00</b>	<b>25,275.40</b>	<b>50.10</b>
<b>Public Health and Welfare Services</b>					
Wages and Benefits					
Professional/Contractual Services					
Utilities					
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
<b>Total Public Health and Welfare Services:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Planning and Development Services</b>					
Wages and Benefits					
Professional/Contractual Services					
Utilities					
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
<b>Total Planning and Development Services:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Recreation and Cultural Services</b>					
Wages					
Benefits					
Professional/Contractual Services					
Utilities - Heat					
Utilities - Power					
Utilities - Water					
Utilities - Telephone					
Utilities - Other					
Maintenance, Materials and Supplies					
Grants and Contributions	1,286.56	6,324.86	5,000.00	(1,324.86)	26.50
Capital Expenditures					
Interest					

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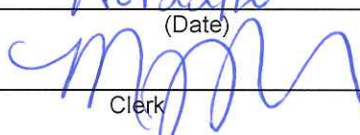
**Resort Village of Fort San**  
**Statement of Financial Activities - Condensed**  
For the Period Ending October 31, 2016

	Current	Year To Date	Budget	Variance	%
Allowance for Uncollectibles					
Other					
<b>Total Recreation and Cultural Services:</b>	<b>1,286.56</b>	<b>6,324.86</b>	<b>5,000.00</b>	<b>(1,324.86)</b>	<b>26.50-</b>
<b>Utilities</b>					
<b>Water</b>					
Wages and Benefits					
Professional/Contractual Services					
Utilities					
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
<b>Total Water:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Sewer</b>					
Wages and Benefits					
Professional/Contractual Services					
Utilities					
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
<b>Total Sewer:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Utilities:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total EXPENDITURES:</b>	<b>42,879.50</b>	<b>142,222.45</b>	<b>244,915.00</b>	<b>102,392.55</b>	<b>41.81</b>
<b>CHANGE IN NET FINANCIAL ASSETS</b>					
<b>REVENUES</b>	<b>4,157.37</b>	<b>222,259.84</b>	<b>200,072.00</b>	<b>22,187.84</b>	<b>11.09</b>
<b>EXPENDITURES</b>	<b>42,879.50</b>	<b>142,222.45</b>	<b>244,915.00</b>	<b>102,392.55</b>	<b>41.81</b>
<b>CHANGE IN NET FINANCIAL ASSETS</b>	<b>(38,722.13)</b>	<b>80,037.39</b>	<b>(44,843.00)</b>	<b>124,580.39</b>	<b>277.81</b>
Change in Non-Financial Assets	42.41	(113.97)		(113.97)	
Long Term Debt Issued					
TRANSFERS					
<b>Change in Surplus</b>	<b>(38,764.54)</b>	<b>80,151.36</b>	<b>(44,843.00)</b>	<b>124,694.36</b>	<b>278.07</b>

Account Balances	Current	Year to Date	Balance
<b>Cash and Investments</b>			
Cash - On Hand - Petty Cash			50.00
Cash - Bank - Demand	(41,285.98)	71,493.25	205,812.33
Cash - Bank - Term Deposit	78.76	3,258.42	159,777.76
Short Term Investments			
<b>Total Cash and Investments:</b>	<b>(41,207.22)</b>	<b>74,751.67</b>	<b>365,640.09</b>
<b>Municipal Taxes Receivable</b>			
Municipal - Tax Receivable - Current	(1,665.53)	15,826.26	22,602.63
Municipal - Tax Receivable - Arrears	(98.13)	(5,986.79)	(750.50)
Municipal - Tax Enforcement	450.00	678.51	776.73
Municipal - Local Improve Rec - Current			
Municipal - Local Improve Rec - Arrears			
Municipal - Adjustment/Cancellation			
Municipal - Allow. for Uncollected			
<b>Total Municipal Taxes Receivable:</b>	<b>(1,313.66)</b>	<b>10,517.98</b>	<b>22,628.86</b>

BW md

Resort Village of Fort San  
Statement of Financial Activities - Condensed  
For the Period Ending October 31, 2016

	Current	Year To Date	Budget	Variance	%
Certified correct and in accordance with the records	Presented to council on				
	<u>Nov 22/16</u>				
	(Date)				
					
Mayor	Clerk				

Resort Village of Fort San  
Bank Reconciliation - Detailed

CIBC

For Ending Date 10/31/2016

110-110-120 - Cash - Bank - Demand

GL Balance to 10/31/2016 205,830.83

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

Adjusted Book Balance 205,812.33

Bank Statement Balance: 224,040.60

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	5/20/2015	GR--150013-001	REV-Deposit Entry	RC	-50.00
2	10/25/2016	Ch 4870	Grasslands News Group	AP	-77.62
3	10/25/2016	Ch 4873	Jackson Bros. Bobcat Services	AP	-1,023.75
4	10/25/2016	Ch 4874	Kotrla, Norbert	AP	-1,435.00
5	10/25/2016	Ch 4876	Sask Tel CMR	AP	-191.44
6	10/25/2016	Ch 4877	Taxervice	AP	-472.50
7	10/25/2016	Ch 4878	Valley Lawn Services	AP	-7,101.50
8	10/31/2016	Ch 4879	R.M. of North Qu'Appelle No187	AP	-2,988.66
9	10/31/2016	Ch 4880	Grismer, Camille	AP	-1,332.00
10	10/31/2016	Ch 4881	Prairie Valley S. D. #208	AP	-2,635.21
11	10/31/2016	Ch 4882	Sask Power	AP	-920.59
Subtotal:					-18,228.27

Total Uncleared: -18,228.27

Adjusted Bank Balance 205,812.33

Notes

Bw  
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Resort Village of Fort San  
Bank Reconciliation - Detailed

Conesus Credit Union \*\*\*\*\*4487  
For Ending Date 10/29/2016

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

GL Balance to 10/29/2016 159,699.00

Service Charges:	0.00
Interest Charges:	0.00
Interest Revenue:	78.76

Adjusted Book Balance 159,777.76

Bank Statement Balance: 159,777.76

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Subtotal: 0.00

Total Uncleared: 0.00

Adjusted Bank Balance 159,777.76

Notes

BW  
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