

RESORT VILLAGE OF FORT SAN
AGENDA
Thursday, April 23, 2015

1. Call to Order
2. Adoption of Agenda
3. Delegation – Water Security Agency - Aaron Schweitzer, Robin Tod
Environment Canada Tim Scrups CO
4. Approval of minutes – March 26, 2015
5. Business Arising From Minutes
6. Correspondence
 - a. SaskAlert
 - b. Parcs Update
 - c. SUMA –
 - i. Municipal Capacity Development Program (MCDP)
 - ii. Membership cards
 - d. Saskatchewan Crime Stoppers – Donation Request
 - e. Ministry of Highways – Paving update
 - f. CLDPC – Branding financial assistance needed
 - g. RCMP Annual Performance planning – Delegate May 28, 2015
 - h. Sask Power
7. Reports
 - M. Johnson Acting Administrator – Office Matters
 - D. Strayer – Works
 - D. Strayer – Library
 - J. Harding – CLPC – EMO
 - G. Chatterson – North Valley Waste Management
8. Financial Reports/ Accounts for Payment / Bank Reconciliation
9. Unfinished Business
 - a. Lakeside Ave. Development Request – October 14, 2014
 - b. Bylaw Review
 - c. Heritage Property Act Investigations
 - d. Gordon's Subdivision - Drainage
 - e. 2014 PDAP Claim
 - f. Town of Fort Qu'Appelle – Fire Rescue & Fire Agreement
 - g. Directory – Munisoft draft copy
 - h. Newsletter – mailed out April 21
 - i. Auditor Letter and Financial Statement approval
 - j. 2015 SUMA resolutions
10. New Business
 - a. Urban Municipal Administrator Association of Sask. Convention June 2-5, 2015
Saskatoon
 - b. PDAP – 2015 Flood Claim personal damage
 - c. 314 Fort San Road – J. Novak Building permit
 - d. Budget
11. Adjournment


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**Resort Village of Fort San
Regular meeting of Council held in the Resort Village Council Chambers
Fort Qu'Appelle Saskatchewan
7:00 p.m. April 23, 2015**

Present:	Mayor:	D. Jim Harding
	Council Members:	Greg Chatterson
		Daryl Strayer
		Don Williams
		Chris Hahn
	Acting Administrator:	Marcy Johnson

A quorum being present, Mayor J. Harding called the meeting to order at 7:01 p.m.

15-051 AGENDA / C. HAHN:

"THAT the agenda be adopted as presented."

CARRIED

15-052 MINUTES / D. STRAYER :

"THAT the minutes of the regular meeting of Council held February 26, 2015 be accepted as presented."

CARRIED

DELEGATION Aaron Schweitzer, Robin Tod from the Water Security Agency & Tim Scrupps CO Environment Canada
Discussion on the letter of non-compliance and the action before the letter delivered to the Resort Village.
Discussion on the next steps to ensure that the work is done correctly. Provincial Disaster Assistance Program, AE Engineering, Water Security Agency and the Resort Village are working on a plan cooperatively.
Arrived at 7:05 p.m. and left council chambers at 7:55 p.m.

15-053 CALLING LAKES DISTRICT PLANNING COMMISSION (CLDPC) / C. HAHN

"THAT Council approve the financial assistance for the CLDCP at a sum of \$173.91 to help with the marketing scheme for the region."

CARRIED

15-054 CORRESPONDENCE / D. WILLIAMS:

"THAT the following correspondence, having been read, now be filed:

- a. SaskAlert
- b. Parks Update
- c. SUMA –
 - i. Municipal Capacity Development Program (MCDP)
 - ii. Membership cards
- d. Saskatchewan Crime Stoppers – Donation Request
- e. Ministry of Highways – Paving update
- f. CLDPC – Branding financial assistance needed
- g. RCMP Annual Performance planning – Delegate May 28, 2015
- h. Sask Power"

CARRIED

15-055 URBAN MUNICIPAL ADMINISTRATORS CONVENTION / G. CHATTERSON

"THAT Council approve the Acting Administrator, Marcy Johnson, to go to the UMAA Convention held in Saskatoon June 2 to 5th 2015. All expenses and registration paid by the Resort Village. "

CARRIED

15-056 WEBSITE PROVIDER / C. HAHN

"THAT Council approve the hire of Melcher Media for the Resort Village website at a cost of \$1,500."

CARRIED

Resort Village of Fort San
Regular meeting of Council held in the Resort Village Council Chambers
Fort Qu'Appelle Saskatchewan
7:00 p.m. April 23, 2015

15-057 REPORTS / G. CHATTERSON:

"THAT the verbal reports from:
Acting Administrator M. Johnson regarding office matters,
Councillor D. Strayer regarding Fort Qu'Appelle Regional Library,
Councillor D. Strayer regarding road work,
Mayor J. Harding regarding Calling Lakes District Planning Commission - EMO
Councillor G. Chatterson regarding North Valley Waste be accepted as presented."

CARRIED

15-058 ACCOUNTS / D. WILLIAMS:

"THAT the list of accounts paid by cheque number 4642 to 4655 totaling \$14,893.52
attached and forming a part of these minutes, be approved for payment."

CARRIED

15-059 MARCH 2015 BANK RECONCILIATION /G. CHATTERSON:

"THAT the Bank Reconciliation for the month of March, 2015 attached and forming a part of
these minutes, be accepted as presented."

CARRIED

15-060 MARCH 2015 FINANCIAL STATEMENT/ G. CHATTERSON:

"THAT the Statement of Financial Activities for the month of March 2015, attached and
forming a part of these minutes, be accepted as presented."

CARRIED

15-061 AUDITED FINANCIAL STATEMENT / C. HAHN

"THAT the Resort Village of Fort San, 2014 audited financial statement, prepared by Dudley &
Company, attached and forming a part of these minutes, be accepted as presented."

CARRIED

15-062 PROVINCIAL DISASTER ASSISTANCE PROGRAM / D. WILLIAMS

"THAT the Resort Village of Fort San apply to the Ministry of Government Relations to be
designated an eligible assistance area under the Provincial Disaster Assistance Program
(PDAP), which provides financial assistance for restoring essential services and property as a
result of substantial damages caused by flooding on the 3rd of April."

CARRIED

15-063 BUILDING PERMIT APPROVAL/ C. HAHN:

"THAT Council approve the request from J. Novak 314 Fort San Road to have permission to
exceed the height limit of the accessory building from 5 meters in height to 6 meters. "

CARRIED

15-064 ADJOURNMENT / G. CHATTERSON:

"That the meeting of the Resort Village of Fort San be adjourned at 9:47 pm."

CARRIED

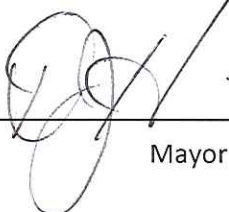
Approved this

28

day of

May

, 2015.



Mayor



Acting Administrator

Next meeting:

Budget discussion Thursday May 7, 2015 7:00 p.m.

Regular Meeting Thursday, May 28 2015 7:00 p.m.



Report Date
21/04/2015 10:09 AM

Resort Village of Fort San
List of Accounts for Approval
As of 21/04/2015
Batch: 2015-00017 to 2015-00020

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
4642	31/03/2015	Prairie Valley S. D. #208 03/15 taxes	taxes collected	520.30	520.30
4643	23/04/2015	Acme Environmental Services C63739	Culvert work under hwy	2,264.04	2,264.04
4644	23/04/2015	Grasslands News Group 00010697	Ad-Assessment Notice	26.46	26.46
4645	23/04/2015	Jackson Bros. Bobcat Services 38. 24.	PDAP-16yd-Riprap stone Loader-3hr/Bobcat-1hr	588.00 556.50	 1,144.50
4646	23/04/2015	Johnson Marcy 04/15 expenses	SAMA mtg & lunch	87.65	87.65
4647	23/04/2015	Lower Qu'Appelle Watershed 013-2015	Membership	315.00	315.00
4648	23/04/2015	Phillips & Co. 10180	Legal - FS Heritage Property	1,250.35	1,250.35
49	23/04/2015	Queen's Printer Revolving Fund 223308	Ad-Assessment Roll	30.00	30.00
4650	23/04/2015	Sask Tel CMR 03/15 office	telephone	187.68	187.68
4651	23/04/2015	Saskatchewan Workers' 03/15 benefits	benefits	75.93	75.93
4652	23/04/2015	Town of Fort Qu'Appelle 1076 1083	Fire Suppression Response 2015 Fire Agreement	158.95 3,000.00	 3,158.95
4653	23/04/2015	Valley Lawn Services 2835 2836	Walking trail - snow removal Walking trail-snow removal	1,228.50 283.50	 1,512.00
4654	30/04/2015	Grismer, Camille 04/15 contract	garbage contract	1,332.00	1,332.00
4655	30/04/2015	R.M. of North Qu'Appelle No187 04/15 contract	office services contract	2,988.66	2,988.66
				Total for AP:	14,893.52

Report Date
21/04/2015 10:09 AM

Resort Village of Fort San
List of Accounts for Approval
As of 21/04/2015
Batch: 2015-00017 to 2015-00020

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This April 21, 2015



Date Printed
15/04/2015 3:57 PM

Resort Village of Fort San
Bank Reconciliation - Detailed

Conesus Credit Union *****4487
For Ending Date 31/03/2015

<u>110-110-130 - Cash - Bank - Term Deposit</u>	
GL Balance to 31/03/2015	153,225.00
Service Charges:	0.00
Rest Charges:	0.00
Interest Revenue:	0.00
Adjusted Book Balance	153,225.00

Bank Statement Balance: 153,225.00

<u>Deposits in Transit</u>	
Subtotal:	0.00
<u>Outstanding Payments</u>	
Subtotal:	0.00
Total Uncleared:	0.00
Adjusted Bank Balance	153,225.00

Notes

Resort Village of Fort San
Bank Reconciliation - Detailed

CIBC
For Ending Date 31/03/2015

<u>110-110-120 - Cash - Bank - Demand</u>	
GL Balance to 31/03/2015	169,935.88
Service Charges:	-18.00
Interest Charges:	0.00
Interest Revenue:	0.00
Adjusted Book Balance	169,917.88

Bank Statement Balance: **193,410.63**

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	31/01/2015	BR1	Harding, J. (Outstanding cheque)	GL	-1,100.00
2	26/03/2015	Ch 4638	North Valley Waste Management	AP	-3,122.00
3	26/03/2015	Ch 4639	Sask Power	AP	-893.87
4	26/03/2015	Ch 4636	Jackson Bros. Bobcat Services	AP	-2,205.00
5	26/03/2015	Ch 4634	Apex Enterprizes LTD.	AP	-15,421.88
6	26/03/2015	Ch 4635	Chatterson, Greg	AP	-40.89
7	31/03/2015	Ch 4642	Prairie Valley S. D. #208	AP	-520.30
8	31/03/2015	AP 2015-00012	Cheque number 4633	AP	-188.81
Subtotal:					-23,492.75

Total Uncleared: -23,492.75

Adjusted Bank Balance **169,917.88**

Notes

Resort Village of Fort San
Statement of Financial Activities - Condensed
For the Period Ending March-31-15

	Current	Year To Date	Budget	Variance	%
REVENUES					
Taxation					
Municipal Taxes					
Discount on Current Year Taxes	(22.98)	(139.18)		(139.18)	
Net Municipal Taxes	(22.98)	(139.18)	0.00	(139.18)	0.00
Penalties on Tax Arrears	111.22	397.41		397.41	
Total Taxation:	88.24	258.23	0.00	258.23	0.00
Conditional Grants					
Federal	5,310.80	5,310.80		5,310.80	
Total Conditional Grants:	5,310.80	5,310.80	0.00	5,310.80	0.00
Total REVENUES:	5,399.04	5,569.03	0.00	5,569.03	0.00
EXPENDITURES					
General Government Services					
Professional/Contract Services	3,067.05	18,693.58		(18,693.58)	
Utilities	180.20	350.90		(350.90)	
Grants and Contributions	14,687.50	14,687.50		(14,687.50)	
Total General Government Services:	17,934.75	33,731.98	0.00	(33,731.98)	0.00
Transportation Services					
Maintenance					
Professional/Contractual Services	2,100.00	3,212.50		(3,212.50)	
Utilities	851.30	2,591.97		(2,591.97)	
Total Maintenance:	2,951.30	5,804.47	0.00	(5,804.47)	0.00
Total Transportation Services:	2,951.30	5,804.47	0.00	(5,804.47)	0.00
Environmental Services					
Professional/Contractual Services	4,390.58	6,927.74		(6,927.74)	
Total Environmental Services:	4,390.58	6,927.74	0.00	(6,927.74)	0.00
Recreation and Cultural Services					
Grants and Contributions		999.52		(999.52)	
Total Recreation and Cultural Services:	0.00	999.52	0.00	(999.52)	0.00
Total EXPENDITURES:	25,276.63	47,463.71	0.00	(47,463.71)	0.00
CHANGE IN NET FINANCIAL ASSETS					
REVENUES	5,399.04	5,569.03	0.00	5,569.03	0.00
EXPENDITURES	25,276.63	47,463.71	0.00	(47,463.71)	0.00
CHANGE IN NET FINANCIAL ASSETS	(19,877.59)	(41,894.68)	0.00	(41,894.68)	0.00
Change in Surplus	(19,877.59)	(41,894.68)	0.00	(41,894.68)	0.00

Account Balances	Current	Year to Date	Balance
Cash and Investments			
Cash - On Hand - Petty Cash			50.00
Cash - Bank - Demand	(20,343.11)	(41,268.75)	169,917.88
Cash - Bank - Term Deposit			153,225.00
Total Cash and Investments:	(20,343.11)	(41,268.75)	323,192.88
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(43.21)	(534.17)	4,661.96
Municipal - Tax Receivable - Arrears	(448.25)	(2,732.03)	498.68
Municipal - Tax Enforcement			83.22
Total Municipal Taxes Receivable:	(491.46)	(3,266.20)	5,243.86

Resort Village of Fort San
Statement of Financial Activities - Condensed
For the Period Ending March-31-15

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