


RESORT VILLAGE OF FORT SAN
AGENDA
Thursday, December 17, 2015

1. Call to Order
2. Adoption of Agenda
3. Approval of minutes – November 26, 2015 Regular Meeting and Public Hearing
4. Business Arising From Minutes
5. Bylaws
 - a. Bylaw 15-02 – Building Bylaw
6. Correspondence
 - a. Ombudsman Saskatchewan and Municipal Entities – *the Ombudsman Act, 2012* changes
 - b. Urban Voice – Governance & Risk Management
 - c. SUMA – Membership
 - d. Emergency Management Training – Regina Beach
 - e. J. Harding – AGM Mayor report
 - f. *Heritage Saskatchewan - 2016 membership.* 
7. Reports
 - a. D. Strayer – Works – Library
 - b. G. Chatterson – North Valley Waste Management - CLPC
 - c. M. Johnson – Office Matters
8. Financial Reports/ Accounts for Payment / Bank Reconciliation
9. Unfinished Business
 - a. 2014 PDAP Claim
 - b. Trans Canada Trail – Walkway slump – Premier Skidsteer
 - c. Federation of Canadian Municipalities – Membership
 - d. AGM – minutes
10. New Business
 - a. Building Inspector – N. Kotrla
 - b. Multi Material Recycling Program
 - c. Council Procedure Bylaw
 - d. Municipal Employee Code of Conduct
 - e. Public Disclosure Statement

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. December 17, 2015**

Present:	Mayor:	Blair Walkington
	Council Members:	Daryl Strayer
		Chris Hahn
		Don Williams
		Greg Chatterson
	Administrator:	Marcy Johnson

A quorum being present, Mayor B. Walkington called the meeting to order at 7:03 p.m.

15-175 AGENDA G. CHATTERSON:

"THAT the agenda be adopted as presented."

CARRIED

15-176 MINUTES / C. HAHN:

"THAT the minutes of the regular meeting of Council held November 26, 2015 be adopted with as presented."

CARRIED

15-177 MINUTES / D. WILLIAMS:

"THAT the minutes of the public hearing of Council held November 26, 2015 be adopted with as presented."

CARRIED

15-178 BUILDING BYLAW 15-02 / D. STRAYER:

"THAT the Resort Village of Fort San remove the Building Bylaw 15-02 from the agenda; AND FURTHERMORE, the Council will recommend what bylaws the Administrator, Marcy Johnson, will bring to council for revision. "

CARRIED

15-179 AGM MINUTES AND FORMER MAYOR REPORT / D. WILLIAMS:

"THAT Fort San Council table the AGM Minutes and the former mayor report until they can review prior to placing on the website."

CARRIED

15-180 CORRESPONDENCE / C. HAHN:

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

- a. Ombudsman Saskatchewan and Municipal Entities – *the Ombudsman Act, 2012* changes
- b. Urban Voice – Governance & Risk Management
- c. SUMA – Membership
- d. Emergency Management Training – Regina Beach
- e. J. Harding – AGM Mayor Report."

CARRIED

15-181 REPORTS / D. STRAYER:

"THAT the verbal/ written reports from:

- D. Strayer – Library
- G. Chatterson – CLDPC
- M. Johnson - Administration."

CARRIED

15-182 ACCOUNTS FOR PAYMENT / C. HAHN:

"THAT the list of accounts attached hereto and forming a part of these minutes cheque number 4744 to 4749 totaling \$18,709.34, , is hereby approved by Fort San Council for payment;

AND FURTHERMORE, that Fort San Council approve the payment of cheque number 4739 totalling \$556.49 that was not approved at previous meeting."

CARRIED

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Resort Village of Fort San
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Fort Qu'Appelle Saskatchewan
7:00 p.m. December 17, 2015

15-183 NOVEMBER 2015 BANK RECONCILIATION / C. HAHN:

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

CARRIED

15-184 NOVEMBER 2015 FINANCIAL STATEMENT/ D. STRAYER:

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

CARRIED

15-185 BUILDING INSPECTOR / C. HAHN:

"THAT Council approve the increase presented by the Fort San building inspector, Norbert Kotrla,

Garage plan review \$75.00

Additions \$150.00 plan review,

All subsequent inspections would be \$150.00."

CARRIED

15-186 MULTI MATERIAL RECYCLING PROGRAM / G. CHATTERSON:

"THAT Fort San Council acknowledges North Valley Waste Management Inc. will be acting on our behalf with the Multi-Material Recycling Program."

CARRIED

15-187 PUBLIC NOTICE / D. WILLIAMS

"THAT Fort San Council authorize the Administrator, Marcy Johnson, to advertise in the local paper that the Bylaw 16-01 Council Procedure Bylaw, and the Public Disclosure Statement will be presented and have the three readings and adopted at the Regular Meeting of Council January 28, 2016;

AND FURTHERMORE, that any public can read the copies in the office to read the proposed Bylaw 16-01, and the Public Disclosure Statement."

CARRIED

15-188 ADJOURNMENT / C. HAHN:

"That the meeting of the Resort Village of Fort San be adjourned at 8:43 p.m."

CARRIED

Approved this 28 day of January, 2016.

Mayor



Administrator

Next meeting:

Regular Meeting Thursday, January 27, 2016 7:00 p.m.

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
4744	30/11/2015	Prairie Valley S. D. #208 11/15 taxes	Taxes collected	4,142.71	4,142.71
4745	17/12/2015	Chatterson, Greg 12/15 indemnity	Indemnity	875.00	875.00
4746	17/12/2015	Fort Winter Festival 12/15 Advertise	Advertise	250.00	250.00
4747	17/12/2015	Grasslands News Group 00016074 00016079 00016213	Advertise-Election Ad-Public Notice Ad-Remembrance Day	94.08 97.02 21.00	212.10
4748	17/12/2015	Hahn, Christopher 12/15 Indemnity	Indemnity	575.00	575.00
4749	17/12/2015	Johnson Marcy 12/15 pettycash	Petty Cash	10.50	10.50
4750	17/12/2015	Kotrla, Norbert 11/15 - Milo 12/15 Halfinger 12/15-Ret. Wall 12/15 B.Jackson 12/15 D.Jackson	Milo-inspec. 5 Halfinger-Stop Work Order Ret. Wall-btw 434 &438 B. Jackson - Final D. Jackson-Final	120.00 100.00 120.00 120.00 120.00	580.00
4751	17/12/2015	R.M. of North Qu'Appelle No187 RM15-058	Directory supplies	93.74	93.74
4752	17/12/2015	Sask Tel CMR 11/15 Office	Office	179.93	179.93
4753	17/12/2015	Solvey Motors Ltd. 15732	Sign-H.Vonk Park	57.20	57.20
4754	17/12/2015	Strayer, Daryl 12/15 Indemnity	Indemnity	950.00	950.00
4755	17/12/2015	SUMA - Saskatchewan Urban 12/115 Register	Conv-Register/Recption/Banquet	1,522.50	1,522.50
4756	17/12/2015	Valley Lawn Services 3497 3501	Walkway contract Walkway contract	2,715.49 2,187.76	4,903.25
4757	31/12/2015	Grismer, Camille 12/15 Contract	Garbage contract	1,332.00	1,332.00
4758	31/12/2015	R.M. of North Qu'Appelle No187 12/15 Contract	Office services contract	2,988.66	2,988.66
4759	17/12/2015	SUMA - Saskatchewan Urban 12/15Conv-Recep	Convention-Reception	36.75	36.75
Total for AP:				18,709.34	

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Report Date
16/12/2015 1:24 PM

Resort Village of Fort San
List of Accounts for Approval
As of 16/12/2015
Batch: 2015-00064 to 2015-00069

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This December 16, 2015

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Resort Village of Fort San
Statement of Financial Activities - Summary
For the Period Ending 30/11/2015

	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation	19.59	142,889.87	137,248.00	5,641.87	4.11
Fees and Charges	665.00	5,476.14	4,825.00	651.14	13.50
Maintenance and Development Charges					
Utilities					
Grants		120,972.34	54,553.00	66,419.34	121.75
Grants in Lieu of Taxes					
Capital Asset Proceeds					
Land Sales - Gain					
Investment Income and Commissions		3,294.34	3,000.00	294.34	9.81
Other Revenues					
Total Revenues:	684.59	272,632.69	199,626.00	73,006.69	36.57
Expenditures					
General Government Services	(66,872.34)	63,237.89	76,801.00	13,563.11	17.66
Protective Services		12,189.79	12,000.00	(189.79)	1.58-
Transportation Services	84,925.39	192,473.92	170,369.00	(22,104.92)	12.97-
Environmental Health Services	21,394.18	47,901.52	47,250.00	(651.52)	1.38-
Public Health and Welfare Services					
Planning and Development Services	(92.40)	(92.40)		92.40	
Recreation and Cultural Services		1,999.03	15,850.00	13,850.97	87.39
Utilities					
Total Expenditures:	39,354.83	317,709.75	322,270.00	4,560.25	1.42
Change in Net Financial Assets	(38,670.24)	(45,077.06)	(122,644.00)	77,566.94	63.25
Change in Non-Financial Assets		(182.35)		(182.35)	
Change in Net Assets	(38,670.24)	(44,894.71)	(122,644.00)	77,749.29	63.39
Transfers					
Change in Surplus	(38,670.24)	(44,894.71)	(122,644.00)	77,749.29	63.39

Account Balances	Current	Year to Date	Balance
Cash			
Cash - On Hand - Petty Cash			50.00
Cash - Bank - Demand	(36,172.05)	(69,249.41)	141,937.22
Cash - Bank - Term Deposit		3,294.34	156,519.34
Total Cash:	(36,172.05)	(65,955.07)	298,506.56
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(2,987.08)	14,668.96	19,865.09
Municipal - Tax Receivable - Arrears	(49.86)	(5,455.94)	(2,225.23)
Municipal - Tax Enforcement		12.50	95.72
Municipal - Local Improve Rec - Current			

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Resort Village of Fort San
Statement of Financial Activities - Summary
For the Period Ending 30/11/2015

	Current	Year To Date	Budget	Variance	%
Municipal - Local Improve Rec - Arrears					
Municipal - Adjustment/Cancellation					
Municipal - Allow. for Uncollected					
Total Municipal Taxes Receivable:	(3,036.94)	9,225.52	17,735.58		

Certified correct and in accordance with the records Presented to council on

(Date)

Administrator Name
Administrator Title

Head of Council Name
Head of Council Title

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Resort Village of Fort San
Bank Reconciliation - Detailed

CIBC
For Ending Date 30/11/2015

110-110-120 - Cash - Bank - Demand
GL Balance to 30/11/2015

141,955.22

Service Charges:	-18.00
Interest Charges:	0.00
Interest Revenue:	0.00

Adjusted Book Balance 141,937.22

Bank Statement Balance: 160,968.37

Deposits in Transit

Count	Date	Source	Transaction Description	Sub	Amount
1	31/10/2015	Ch 4724-Rev	Grismer, Camille	AP	722.14
Subtotal:					722.14

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	20/05/2015	GR-150013-001	REV-Deposit Entry	RC	-50.00
2	22/10/2015	Ch 4724	Grismer, Camille	AP	-722.14
3	26/11/2015	Ch 4728	Aon Reed Stenhouse Inc.	AP	-1,988.00
4	26/11/2015	Ch 4729	Davis, Cindy	AP	-208.99
5	26/11/2015	Ch 4730	Grasslands News Group	AP	-199.54
6	26/11/2015	Ch 4732	Jackson Bros. Bobcat Services	AP	-6,825.00
7	26/11/2015	Ch 4735	Kotrla, Norbert	AP	-975.00
8	26/11/2015	Ch 4739	Phillips & Co.	AP	-556.49
9	26/11/2015	Ch 4740	Sask Power	AP	-875.96
10	26/11/2015	Ch 4741	SUMA - Saskatchewan Urban	AP	-220.80
11	30/11/2015	Ch 4743	R.M. of North Qu'Appelle No187	AP	-2,988.66
12	30/11/2015	Ch 4744	Prairie Valley S. D. #208	AP	-4,142.71
Subtotal:					-19,753.29

Total Uncleared: -19,031.15

Adjusted Bank Balance 141,937.22

Notes

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Resort Village of Fort San
Bank Reconciliation - Detailed

Conesus Credit Union *****4487
For Ending Date 30/11/2015

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

GL Balance to 30/11/2015 156,519.34

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

Adjusted Book Balance 156,519.34

Bank Statement Balance: 156,519.34

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Subtotal: 0.00

Total Uncleared: 0.00

Adjusted Bank Balance 156,519.34

Notes

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