

**RESORT VILLAGE OF FORT SAN
AGENDA**

Thursday, January 22 7:00 pm

1. Call to Order
2. Adoption of Agenda
3. Approval of minutes – December 18, 2014
4. Business Arising From Minutes
5. Correspondence
 - a. Canadian Public Works Conference – Feb. 24-26 Saskatoon
 - b. Urban update – January 5
 - c. PARCS - January newsletter
 - d. SUMA – revenue sharing Letter to Premier Wall
 - e. Community Policing Report
 - f. SUMAssure - Annual Meeting February 1
 - g. East Central Transportation Planning Committee (ECTPC) - Membership \$179.00
 - h. HBRA – Hudson Bay Route Association
 - i. SAMA – Resolution oil and gas well casing
 - j. SAMA – Annual Meeting
 - k. SARM – CLPC planning update
6. Reports

M. Johnson Acting Administrator
7. Financial Reports/ Accounts for Payment / Bank Reconciliation
8. 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
9. New Business
 - a. SAMA – Maintenance fees
 - b. Bylaw 15-001 Records Destruction Schedule Bylaw
 - c. Sask. Lotteries – Population allocation
 - d. Fort Times – 2015 Tourist Guide advertising
 - e. Winter Festival – program advertising
 - f. FCM – Membership renewal
 - g. Mysask411 –
 - h. New Garbage Receptacles along the Trans Canada Trail
 - i. Lake Easments
 - j. Newsletter
10. 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. January 22, 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.

15-001 AGENDA / C. HAHN:

"THAT the agenda be accepted with the following changes:

- New Business: i. Lake Easments
 j. Newsletter"

CARRIED

15-002 MINUTES / G. CHATTERSON:

"THAT the minutes of the regular meeting of Council held December 18, 2014 be accepted as presented."

CARRIED

15-003 CORRESPONDENCE / C. HAHN:

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

- a. Canadian Public Works Conference – Feb. 24-26 Saskatoon
- b. Urban update – January 5
- c. PARCS - January newsletter
- d. SUMA – revenue sharing Letter to Premier Wall
- e. Community Policing Report
- f. SUMAssure - Annual Meeting February 1
- g. East Central Transportation Planning Committee (ECTPC) - Membership \$179.00
- h. HBRA – Hudson Bay Route Association
- i. SAMA – Resolution oil and gas well casing
- j. SAMA – Annual Meeting
- k. SARM – CLPC planning update"

CARRIED

15-004 WEBSITE / C. HAHN:

"THAT Council authorize Lynn Hill to take over the contract for the Resort Village of Fort San website at a cost of \$50.00/hour and yearly renewal fees."

CARRIED

15-005 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, be accepted as presented."

CARRIED

15-006 ACCOUNTS / G. CHATTERSON:

"THAT the list of accounts paid by cheque number 4601 to 4615 totaling \$23,396.40 attached and forming a part of these minutes, be approved for payment."

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. January 22, 2015

15-007 DECEMBER, 2014 BANK RECONCILIATION /G. CHATTERSON :

"THAT the Bank Reconciliation for the month of December, 2014, attached and forming a part of these minutes, be accepted as presented."

CARRIED

15-008 DECEMBER 2014 FINANCIAL STATEMENT/ C. HAHN:

"THAT the Statement of financial Activities for the month of December, 2014, attached and forming a part of these minutes, be accepted as presented."

CARRIED

15-009 2014 PDAP CLAIM / D. STRAYER:

"THAT Council approve the undertaking to have the work done in the creek and culvert at Barnett Drive with the understanding that the Council will pay up to the PDAP deductible."

CARRIED

15-010 SAMA MAINTENANCE FEES / C. HAHN:

"THAT Council approve the sum of the SAMA Maintenance Fees to be applied to building permits."

CARRIED

15-011 BYLAW 15-001 / C. HAHN:

"THAT Bylaw 15-001, Records Retention, be read for the first time."

CARRIED

15-012 BYLAW 15-001 / D. WILLIAMS:

"THAT Bylaw 15-001, Records Retention, be read for the second time."

CARRIED

15-013 BYLAW 15-001 / D. STRAYER:

"THAT Bylaw 15-001, Records Retention, be given 3 readings at this meeting."

CARRIED

15-014 BYLAW 15-001 / D. WILLIAMS:

"THAT Bylaw 15-001, Records Retention, be read for the third time and adopted."

CARRIED

15-015 SASK. LOTTERIES GRANT / C. HAHN:

"THAT the Sask. Lotteries Grant allocation be made to the Town of Fort Qu'Appelle."

CARRIED

15-016 WINTER FESTIVAL ADVERTISING / C. HAHN:

"THAT Council approve the advertising in the Winter Festival Program at a cost of \$250.00."

CARRIED

15-017 FCM MEMBERSHIP RENEWAL / D. STRAYER:

"THAT Council renew the Federation of Canadian Municipalities membership at a cost of \$85.47 for the 2015 year."

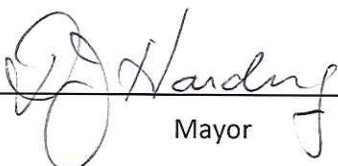
CARRIED

15-018 ADJOURNMENT / C. HAHN:

"That the meeting of the Resort Village of Fort San be adjourned at 9:25 pm."

CARRIED

Approved this 26 day of February, 2014.


Mayor


Acting Administrator

Next meeting: Thursday February, 2015 7:00 p.m.

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
4601	31/12/2014	Prairie Valley S. D. #208 12/14 taxes	taxes collected	9,375.40	9,375.40
4602	22/01/2015	Chatterson, Greg 12/14 expenses	indemnity	1,464.00	1,464.00
4603	22/01/2015	Grasslands News Group 00008191	Christmas greeting	37.63	37.63
4604	22/01/2015	Harding, Jim 12/14 expenses	indemnity	1,100.00	1,100.00
4605	22/01/2015	Jackson Bros. Bobcat Services 7	4yd salt/sand	210.00	210.00
4606	22/01/2015	Marcy Johnson 12/14 expense 01/15 expenses	Legion-Xmas party expense EMO training expenses	57.00 120.80	177.80
4607	22/01/2015	R.M. of North Qu'Appelle No187 RM - 048 RM - 049	Signs 2014 Postage	96.81 615.58	712.39
4608	22/01/2015	Sask Power 12/14 str.light	street lights	920.59	920.59
4609	22/01/2015	Sask Tel CMR 12/14 office	office	225.46	225.46
4610	22/01/2015	Southeast Regional Library 01/15 Fees	1st Installment	999.52	999.52
4611	22/01/2015	Strayer, Daryl 12/14 expenses	indemnity	1,290.00	1,290.00
4612	22/01/2015	Urban Municipal Administrators 01/15 member	Membership	165.00	165.00
4613	22/01/2015	Valley Bake & Coffee Shop 12/14 cater	Cater Xmas party	397.95	397.95
4614	30/01/2015	Grismer, Camille 01/15 contract	garbage contract	1,332.00	1,332.00
4615	30/01/2015	R.M. of North Qu'Appelle No187 01/15 contract	office services contract	2,988.66	2,988.66
				Total for AP:	21,396.40

Report Date
29/05/2015 11:07 AM

Resort Village of Fort San
List of Accounts for Approval
As of 29/05/2015
Batch: 2014-00061 to 2015-00003

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This May 29, 2015

Records Destruction Schedule Bylaw

Resort Village of Fort San
BYLAW NO. 15-001

A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

The Council of the Resort Village of Fort San, in the Province of Saskatchewan, enacts as follows:

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
2. That the administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator contact the Saskatchewan Archives Board before the destruction of any records mentioned in section (2) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.



Mayor



Administrator

Read for the first time this 22 day of January, 2015.

Read for the second time this 22 day of January, 2015.

Read for the third time this 22 day of January, 2015.

Schedule A Bylaw 15-001

RECORDS RETENTION AND DISPOSAL SCHEDULE

1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.1 Accounts payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence etc.)	2006 & older	Dispose
1.2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	2006 & older	Dispose
1.5 Bank Accounts (includes records related t termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliation, deposit books cheques stubs/duplicate)	2006 & older	Dispose
1.7 Budget – related reports	2006 & older	Dispose
1.8 Cash payment and receipts (includes cash payments books, printouts, cash reports and summaries, register tapes etc.)	2006 & older	Dispose
1.9 Debentures/loans (includes register, coupons, etc.)	2006 & older	Dispose
1.10 Federal/Provincial remittance	2006 & older	Dispose
1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards reports, journals, etc.)	2006 & older	Dispose
1.14 Local improvement roll	2006 & older	Dispose
1.16 Requisition/Purchase orders	2006 & older	Dispose

2 ADMINISTRATION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.3 Appeals (under the Planning and development act	2006 & older	Dispose
2.4 Celebrations and events	2010 & older if concluded	Dispose
2.6 Change of ownership documents	2006 & older	Dispose
2.8 Inquires (under Local Authority Freedom of Information and protection of Privacy Act)	2006 & older	Dispose
2.10 Insurance policies – Property (includes insurance claims)	2006 & older after termination/cancelation of policy	Dispose
2.12 Public Notice Documentation	2012 & older after event for notice was given	Dispose

2.14 Tax assessment appeals	2006 & older after final decision rendered	Dispose
2.15 Tax Assessment records (assessor's valuation records, reassessment sheets, etc.	2010 & older after superseded by new assessment or obsolete	Dispose
2.16 tax certificates	2006 & older	Dispose
2.17 Tax and Assessment undelivered Notices (where a notice is undelivered or returned due to an unknown address the notice shall be retained – section 216 and 268 The Municipalities Act)	2006 & older	Dispose
2.18 Tax enforcement records	2006 & older after tax title property sold or property disposed of in any other manner	Dispose
2.19 Other enforcement Records (includes pest control records)	2006 & older after settlement	Dispose

Bank reconciliation as at December 31, 2014

O/S	CHEQUES	Bank statement balance December 31		\$220,240.67
No.	Amount			
4595	374.00	Adjustments:		
4600	918.75			\$0.02
4601	9,375.40			
		Add - o/s deposit		\$1,614.26
		Deduct - o/s cheques		10,668.15
		Adjusted Statement Balance		\$211,186.80
		General Ledger		
	10,668.15	Balance as at December 31		\$211,186.63
		Adjustments:		
		Cash Deposits - rounding off pennies		\$0.17
		Deduct -		
		Adjusted		
		General Ledger Balance		\$211,186.80

[Handwritten signature]



P.O. Box 1960 Stn Main Regina SK S4P 4M1
TeleService 1.800.667.7477

Branch: 006

022993

VILLAGE OF FORT SAN
PO BOX 99
FORT QUAPPELLE SK S0G 1S0

For the period beginning December 1, 2014
For the period ending December 31, 2014
Member Number 11844487
Number of enclosures 0

The RSP and RIF Declaration of Trusts were revised effective January 1, 2015
A copy is available on our website www.conexus.ca or by contacting 1-800-667-7477

Term Investments

Account Number 11844487

Village Of Fort San

Date Invested	Maturity Date	Interest Rate	Balance	Next Interest Payment Date	Next Interest Payment Amount	
33 Mth 1/3 Redeem Anytime Sub Number 002						
15May2013	15Feb2016	2.150%	153,225.00	15May2015	3,294.34	
33 Mth 1/3 Redeem Anytime Sub Number 002						
Date	Account Activity			Debit	Credit	Balance
30Nov2014	Balance Forward					153,225.00
		Total				
Term Investments						153,225.00



RECEIVED
JAN 12 2014

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Resort Village of Fort San
Statement of Financial Activities - Condensed
For the Period Ending December-31-14

	Current	Year To Date	Budget	Variance	%
REVENUES					
Taxation					
Municipal Taxes					
General Municipal Levy		162,018.06	162,018.00	0.06	
Abatements and Adjustments		(5,578.80)	(6,580.00)	1,001.20	15.22
Discount on Current Year Taxes		(20,058.21)	(21,800.00)	1,741.79	7.99
Net Municipal Taxes	0.00	136,381.05	133,638.00	2,743.05	2.05
Penalties on Tax Arrears	42.14	1,424.05	1,500.00	(75.95)	5.06-
Other		15,286.31		15,286.31	
Total Taxation:	42.14	153,091.41	135,138.00	17,953.41	13.29
Fees and Charges					
Sale of Supplies and Gravel		225.00	425.00	(200.00)	47.06-
Policing and Fire Fees		600.00	600.00		
Licenses and Permits		5,680.00		5,680.00	
General Office Services		130.00	125.00	5.00	4.00
Total Fees and Charges:	0.00	6,635.00	1,150.00	5,485.00	476.96
Unconditional Transfers					
Unconditional Transfers		42,587.00	42,587.00		
Total Unconditional Transfers:	0.00	42,587.00	42,587.00	0.00	0.00
Conditional Grants					
Federal		10,602.90	15,876.00	(5,273.10)	33.21-
Provincial			40,000.00	(40,000.00)	100.00-
Total Conditional Grants:	0.00	10,602.90	55,876.00	(45,273.10)	81.02-
Investment Income and Commissions					
Investment and Income Revenue			2,000.00	(2,000.00)	100.00-
Total Investment Income and Commissions:	0.00	0.00	2,000.00	(2,000.00)	100.00-
Total REVENUES:	42.14	212,916.31	236,751.00	(23,834.69)	10.07-
EXPENDITURES					
General Government Services					
Wages	450.00	450.00		(450.00)	
Benefits		801.14	1,100.00	298.86	27.17
Professional/Contract Services	4,455.82	60,732.65	68,350.00	7,617.35	11.14
Utilities	171.15	1,848.50	2,000.00	151.50	7.58
Maintenance, Material and Supplies		1,102.61		(1,102.61)	
Grants and Contributions	374.00	374.00	100.00	(274.00)	274.00-
Capital Expenditures			300.00	300.00	100.00
Other		50.00	1,000.00	950.00	95.00
Total General Government Services:	5,450.97	65,358.90	72,850.00	7,491.10	10.28
Protective Services					
Police Protection					
Contractual Services		7,371.73	7,650.00	278.27	3.64
Total Police Protection:	0.00	7,371.73	7,650.00	278.27	3.64
Fire Protection					
Professional/Contractual Services		4,437.49	4,500.00	62.51	1.39
Total Fire Protection:	0.00	4,437.49	4,500.00	62.51	1.39
Total Protective Services:	0.00	11,809.22	12,150.00	340.78	2.80
Transportation Services					
Maintenance					
Professional/Contractual Services	9,726.91	39,616.91	33,300.00	(6,316.91)	18.97-
Utilities		9,690.36	11,500.00	1,809.64	15.74
Maintenance, Materials & Supplies		28,216.76	57,100.00	28,883.24	50.58
Grants and Contributions			500.00	500.00	100.00
Capital Expenditures			14,153.00	14,153.00	100.00
Total Maintenance:	9,726.91	77,524.03	116,553.00	39,028.97	33.49
Snow Removal					
Maintenance, Materials & Supplies		100.00		(100.00)	

Resort Village of Fort San
Statement of Financial Activities - Condensed
For the Period Ending December-31-14

	Current	Year To Date	Budget	Variance	%
Total Snow Removal:	0.00	100.00	0.00	(100.00)	0.00
Total Transportation Services:	9,726.91	77,624.03	116,553.00	38,928.97	33.40
Environmental Services					
Professional/Contractual Services	1,268.58	46,251.90	53,500.00	7,248.10	13.55
Total Environmental Services:	1,268.58	46,251.90	53,500.00	7,248.10	13.55
Recreation and Cultural Services					
Professional/Contractual Services		1,941.06	1,950.00	8.94	0.46
Grants and Contributions		3,950.00	3,900.00	(50.00)	1.28-
Other			15,000.00	15,000.00	100.00
Total Recreation and Cultural Services:	0.00	5,891.06	20,850.00	14,958.94	71.75
Total EXPENDITURES:	16,446.46	206,935.11	275,903.00	68,967.89	25.00
CHANGE IN NET FINANCIAL ASSETS					
REVENUES	42.14	212,916.31	236,751.00	(23,834.69)	10.07-
EXPENDITURES	16,446.46	206,935.11	275,903.00	68,967.89	25.00
CHANGE IN NET FINANCIAL ASSETS	(16,404.32)	5,981.20	(39,152.00)	45,133.20	115.28
Change in Surplus	(16,404.32)	5,981.20	(39,152.00)	45,133.20	115.28


Account Balances	Current	Year to Date	Balance
Cash and Investments			
Cash - On Hand - Petty Cash			50.00
Cash - Bank - Demand	(9,133.01)	14,151.79	211,186.63
Cash - Bank - Term Deposit			150,000.00
Total Cash and Investments:	(9,133.01)	14,151.79	361,236.63
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(7,895.80)	8,254.57	26,294.47
Municipal - Tax Receivable - Arrears	1.06	(15,277.71)	(18,112.38)
Municipal - Tax Enforcement			327.97
Total Municipal Taxes Receivable:	(7,894.74)	(7,023.14)	8,510.06

ertified correct and in accordance with the records

Presented to council on



Mayor

Jan 22/15
(Date)


Clerk

