

January 9, 2024

The regular meeting of the Council of the Resort Village of Fort San, in the Province of Saskatchewan, was held on Tuesday, January 9, 2024.

PRESENT:

Deputy Mayor Redman, Councillor Naumetz, and CAO Amy Railton
By ZOOM: Councillor Huntington and Hamilton

ABSENT:

Mayor Helfrick

CALL TO ORDER:

A quorum being present Deputy Mayor Redman called the meeting to order at 6:30 p.m.

AGENDA:

001-24 HAMILTON/NAUMETZ that the agenda be adopted as presented.

CARRIED

MINUTES:

002-24 NAUMETZ/REDMAN that the minutes from the regular meeting held December 19, 2023 are approved as circulated.

CARRIED

BUSINESS ARISING FROM MINUTES:

No business arising from the minutes.

DELEGATION:

No delegation scheduled for this meeting

PUBLIC HEARING:

No public hearing scheduled for this meeting

FINANCIALS:

003-24 HAMILTON/REDMAN that the accounts for approval dated January 4, 2024 cheque No. 5928 to 5948 in the amount of \$25,978.83 is approved for payment.

CARRIED

004-24 NAUMETZ/HUNTINGTON that the employee salaries in the amount of \$2,325.90 is approved for payment.

CARRIED



005-24 HUNTINGTON/NAUMETZ that the Council indemnity in the amount of \$1,200.00 is approved for payment.

CARRIED

006-24 HAMILTON/REDMAN that the statement of financial activities for the month of December, 2023 is approved as circulated.

CARRIED

OLD BUSINESS:

007-24 NAUMETZ/HAMILTON that the CAO send a letter to the owners of 372 Fort San Road in response to their correspondence to Council from the Highway Department regarding a Highway owned culvert on their property.

CARRIED

NEW BUSINESS:

008-24 NAUMETZ/HUNTINGTON that the North Valley Waste Management Authority Inc. Minutes – November 20, 2023 having been reviewed by Council now be filed.

CARRIED

009-24 HUNTINGTON/REDMAN that the North Valley Waste Management Authority Inc. Special Meeting Minutes – December 5, 2023 having been reviewed by Council now be filed.

CARRIED

010-24 HAMILTON/NAUMETZ that the Community Policing Report having been reviewed by Council now be filed.

CARRIED

CORRESPONDENCE:

No correspondence for this meeting.

REPORTS:

The CAO gave a quick update on the SGI claim regarding quotes for the bridge repair, read a letter to Council from the Community Outreach program regarding who the donation from Council helped over the Christmas holidays and also a reminder that the February meeting was moved to February 13th from the 21st.

Councillor Hamilton reported that Calling Lakes District Planning Committee has set the 2024 budget.

Councillor Naumetz reported that North Valley Waste is hiring a new labourer.

Councillor Huntington spoke to Council about an email sent to all Council members regarding statutory holidays within the Fort San Office. Labour standards stated that all employees are entitled pay for 10



statutory holidays within a calendar year. Each employer can add days (ex. Boxing Day) as they see fit for their company. Another topic in this email was that the office was closed on December 31, 2023 which is the last day to pay 2023 taxes without penalty. Council was made aware that a receipting batch was left open until end of day January 4th to accommodate for the closure. This was also advertised on the holiday hours poster on the office door and website.

ADJOURNMENT:

011-24 NAUMÉTZ that the meeting now adjourns – 6:53 p.m.



MAYOR


CHIEF ADMINISTRATIVE OFFICER

Report Date
2024-01-04 12:45 PM

Resort Village of Fort San
List of Accounts for Approval
As of 2024-01-04
Batch: 2023-00077 to 2023-00081

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
5928	2023-12-20	Retbon& PP 26 DSec 14-27,2023			
5929	2023-12-20	Retbon& PP 26 DSec 14-27,2023			
5930	2023-12-20	CIBC	Wrapping paper for gift basket		
12/07/23		510-410-140 - GG - Maint. - Office	Wrapping paper for gift b	3.18	
		110-340-110 - GST Receivable - 1	Both Tax Code	0.15	
		900-110-110 - GST Paid	Both Tax Code	0.15	3.33
R27452		510-900-110 - GG - Celebrations	Gift Baskets	53.44	
		110-340-110 - GST Receivable - 1	Both Tax Code	2.51	
		900-110-110 - GST Paid	Both Tax Code	2.51	55.95
				Payment Total:	59.28
5931	2023-12-20	Sask Tel CMR	Office phone, internet, alarm		
12/10/2023		510-300-140 - GG - Utility - Phone	Office phone, internet, a	244.93	
		110-340-110 - GST Receivable - 1	Both Tax Code	11.55	
		900-110-110 - GST Paid	Both Tax Code	11.55	256.48
5932	2024-01-03	Misprint, forgot in printer			
5933	2023-12-31	Beach, Randy and Mandy	January 2024 rent		
0111		510-290-130 - GG - Cont. - Office	January 2024 rent	465.00	
		110-340-110 - GST Receivable - 1	GST Tax Code	23.25	
		900-110-110 - GST Paid	GST Tax Code	23.25	488.25
5934	2023-12-31	Sask Power	Streetlights		
26130071-2131		530-310-100 - TS - Maint. - Utility	Streetlights	997.25	
		110-340-110 - GST Receivable - 1	GST Tax Code	49.86	
		900-110-110 - GST Paid	GST Tax Code	49.86	1,047.11
5935	2023-12-31	SGI CANADA-Company Bill	2024 Insurance Premiums		
SK 1348-06		510-230-100 - GG - Cont. - Insura	2024 Insurance Premiums	2,568.38	2,568.38
5936	2024-01-04	4th Q 2023 Council Pay			
5937	2024-01-04	4th Q 2023 Council Pay			
5938	2024-01-04	4th Q 2023 Council Pay			
5939	2024-01-04	4th Q 2023 Council Pay			
5940	2024-01-04	4th Q 2023 Council Pay			
5941	2023-12-31	Cochrane, Cory	January 2024 cleaning		
0112		510-290-140 - GG - Cont. - Office	January 2024 cleaning	112.50	
		110-340-110 - GST Receivable - 1	GST Tax Code	5.63	
		900-110-110 - GST Paid	GST Tax Code	5.63	118.13
5942	2023-12-31	Huntington, Jack	Christmas gift - CAO		
007		510-900-110 - GG - Celebrations	Christmas gift - CAO	207.41	

Report Date
2024-01-04 12:45 PM

Resort Village of Fort San
List of Accounts for Approval
As of 2024-01-04
Batch: 2023-00077 to 2023-00081

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		110-340-110 - GST Receivable - 1	Both Tax Code	0.35	
		900-110-110 - GST Paid	Both Tax Code	0.35	207.76
5943	2023-12-31	Munisoft	January 2024 Software Lease		
2023/24-05238		510-400-120 - GG - Maint. - Softw	January 2024 Software Lea	454.21	
		110-340-110 - GST Receivable - 1	Both Tax Code	21.43	
		900-110-110 - GST Paid	Both Tax Code	21.43	475.64
5944	2023-12-31	R.M. of North Qu'Appelle No187	2023 Lagoon Fees		
2023-00092		540-200-130 - EH - Sewage Lagor	2023 Lagoon Fees	14,668.60	14,668.60
5945	2023-12-31	Rodney's Tree Service	FS Tree Removal-Caleb Klotz		
1154		540-210-100 - EH - Cont. - Pest C	FS Tree Removal-Caleb Klo	625.00	
		110-340-110 - GST Receivable - 1	GST Tax Code	31.25	
		900-110-110 - GST Paid	GST Tax Code	31.25	656.25
5946	2023-12-31	SUMA - Saskatchewan Urban	January 2024 Health Benefits		
11516		210-200-170 - SUMA - Health & D	January 2024 Health Benef	406.29	
		110-340-110 - GST Receivable - 1	GST Tax Code	0.50	
		900-110-110 - GST Paid	GST Tax Code	0.50	406.79
5947	2023-12-31	UMAAS	2024 Membership Fee		
0113		510-240-100 - GG - Cont. - Memb	2024 Membership Fee	238.09	
		110-340-110 - GST Receivable - 1	GST Tax Code	11.91	
		900-110-110 - GST Paid	GST Tax Code	11.91	250.00
5948	2023-12-31	Valley Lawn Services	Oct Waste Collection		
3992		540-200-110 - EH - Waste Collect	Oct Waste Collection	2,137.50	
		110-340-110 - GST Receivable - 1	GST Tax Code	106.88	
		900-110-110 - GST Paid	GST Tax Code	106.88	2,244.38
4042		530-210-120 - TS - Maint. - Contra	Clean up tree-Vonk Park	97.50	
		110-340-110 - GST Receivable - 1	GST Tax Code	4.88	
		900-110-110 - GST Paid	GST Tax Code	4.88	102.38
4032		540-200-110 - EH - Waste Collect	November Waste Collection	2,245.00	
		110-340-110 - GST Receivable - 1	GST Tax Code	112.25	
		900-110-110 - GST Paid	GST Tax Code	112.25	2,357.25
4043		530-210-120 - TS - Maint. - Contra	Sweep paved walking trail	68.71	
		110-340-110 - GST Receivable - 1	GST Tax Code	3.44	
		900-110-110 - GST Paid	GST Tax Code	3.44	72.15

Payment Total: 4,776.16

Total for AP: 25,978.83


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2024-01-04 12:45 PM

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List of Accounts for Approval
As of 2024-01-04
Batch: 2023-00077 to 2023-00081

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
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Certified Correct and in accordance with the records.


CAO


Mayor

Resort Village of Fort San
Statement of Financial Activities - Detailed
For the Period Ending December 31, 2023

	Current	Year To Date	Budget	Variance	%
REVENUES					
TAXATION					
Municipal Taxes					
410-110-100 - General Municipal Levy		241,144.31	240,393.00	751.31	0.31
410-130-100 - Discount on Municipal Tax - Property		(9,542.97)	(12,000.00)	2,457.03	20.48
	0.00	231,601.34	228,393.00	3,208.34	1.40
Penalties on Tax Arrears					
410-400-110 - Tax Penalties	11.14	772.24	1,000.00	(227.76)	22.78-
	11.14	772.24	1,000.00	(227.76)	22.78-
TOTAL TAXATION:	11.14	232,373.58	229,393.00	2,980.58	1.30
FEES AND CHARGES					
Licenses and Permits					
420-710-100 - F&C - Building Permits	630.00	6,740.00	6,000.00	740.00	12.33
420-710-210 - F&C - Development Permits	18.75	393.75	500.00	(106.25)	21.25-
	648.75	7,133.75	6,500.00	633.75	9.75
Other					
Tax Certificate					
420-800-100 - F&C - Tax Certificate		120.00	300.00	(180.00)	60.00-
	0.00	120.00	300.00	(180.00)	60.00-
	0.00	120.00	300.00	(180.00)	60.00-
TOTAL FEES AND CHARGES:	648.75	7,253.75	6,800.00	453.75	6.67
UNCONDITIONAL TRANSFERS					
Unconditional Transfers					
450-110-100 - Unconditional - (Revenue Sharing)		58,318.00	58,300.00	18.00	0.03
	0.00	58,318.00	58,300.00	18.00	0.03
TOTAL UNCONDITIONAL TRANSFERS:	0.00	58,318.00	58,300.00	18.00	0.03
CONDITIONAL GRANTS					
Federal					
450-230-110 - Conditional - Federal Gas Tax		14,962.80	6,860.00	8,102.80	118.12
	0.00	14,962.80	6,860.00	8,102.80	118.12
Local					
450-430-100 - Conditional - Sask Lotteries		(2,085.00)	2,090.00	(4,175.00)	199.76-
	0.00	(2,085.00)	2,090.00	(4,175.00)	199.76-
TOTAL CONDITIONAL GRANTS:	0.00	12,877.80	8,950.00	3,927.80	43.89
INVESTMENT INCOME AND COMMISSIONS					
Investment and Income Revenue					
70-100-100 - Interest Revenue		11,648.92	10,800.00	848.92	7.86
	0.00	11,648.92	10,800.00	848.92	7.86
TOTAL INVESTMENT INCOME AND COMMIS	0.00	11,648.92	10,800.00	848.92	7.86

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Report Date
2024-01-04 12:53 PM

Resort Village of Fort San
Statement of Financial Activities - Detailed
For the Period Ending December 31, 2023

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
OTHER REVENUES					
Other Revenue					
480-150-100 - Donations	20.00	40.00		40.00	
	20.00	40.00	0.00	40.00	0.00
TOTAL OTHER REVENUES:	20.00	40.00	0.00	40.00	0.00
TOTAL REVENUES:	679.89	322,512.05	314,243.00	8,269.05	2.63

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Resort Village of Fort San
Statement of Financial Activities - Detailed
For the Period Ending December 31, 2023

	Current	Year To Date	Budget	Variance	%
EXPENDITURES					
GENERAL GOVERNMENT SERVICES					
Wages & Benefits					
Wages					
510-110-110 - GG - Council - Indemnity		3,275.00	8,000.00	4,725.00	59.06
	0.00	3,275.00	8,000.00	4,725.00	59.06
510-110-140 - GG - Council - Indemnity Committee			2,000.00	2,000.00	100.00
510-110-230 - GG - Salaries - Administrator	6,001.12	69,494.15	65,770.00	(3,724.15)	5.66-
	6,001.12	72,769.15	75,770.00	3,000.85	3.96
Benefits					
510-120-110 - GG - Council - Payroll Benefits		1,364.01	1,500.00	135.99	9.07
	0.00	1,364.01	1,500.00	135.99	9.07
510-130-230 - GG - Benefits - Administrator	1,059.87	14,592.51	9,000.00	(5,592.51)	62.14-
	1,059.87	15,956.52	10,500.00	(5,456.52)	51.97-
	7,060.99	88,725.67	86,270.00	(2,455.67)	2.85-
Professional/Contract Services					
510-200-110 - GG - Cont. - Legal		7,937.74	15,000.00	7,062.26	47.08
510-200-120 - GG - Cont. - Office Services		133.17		(133.17)	
510-200-130 - GG - Cont. - Audit/Accounting		5,300.00	5,550.00	250.00	4.50
510-200-140 - GG - Cont. - Building Inspections	731.67	8,383.21	5,000.00	(3,383.21)	67.66-
510-200-150 - GG - Cont. - Assessment - SAMA		6,274.00	6,280.00	6.00	0.10
510-200-160 - GG - Cont. - Board of Revision	450.00	450.00	480.00	30.00	6.25
510-200-170 - GG - Cont. - Advertising		748.66	770.00	21.34	2.77
510-210-120 - GG - Council - Meeting/Travel/Meals	1,200.00	3,075.00	200.00	(2,875.00)	1437.50-
510-210-170 - GG - Admin. - Training, Travel & Meals		2,202.37	1,500.00	(702.37)	46.82-
510-210-175 - GG - Council Training /Travel Meals	79.95	79.95		(79.95)	
510-230-100 - GG - Cont. - Insurance - General & Bo	2,568.38	2,568.38	2,330.00	(238.38)	10.23-
510-240-100 - GG - Cont. - Memberships & Subscript	1,053.87	1,291.97	500.00	(791.97)	158.39-
510-260-100 - GG - Cont. - Tax Enforcement/Collectic		415.00	130.00	(285.00)	219.23-
510-280-100 - GG - Cont. - ISC Deposit		(206.38)		206.38	
510-290-100 - GG - Cont. - Bank Charges		252.12	300.00	47.88	15.96
510-290-120 - GG - Cont. - Penny Rounding		(0.10)		0.10	
510-290-130 - GG - Cont. - Office Rent	930.00	6,218.00	6,680.00	(979.90)	14.67-
510-290-140 - GG - Cont. - Office Cleaning Services	225.00	1,800.00	1,420.00	(380.00)	26.76-
	7,238.87	46,923.09	46,140.00	(2,224.99)	4.82-
Utilities					
510-300-140 - GG - Utility - Phone/Internet/Mobility	244.93	3,667.89	4,300.00	632.11	14.70
510-300-150 - GG - Utility - Office Power	107.70	352.94	300.00	(52.94)	17.65-
	352.63	4,020.83	4,600.00	579.17	12.59
Maintenance, Material and Supplies					
510-400-110 - GG - Maint. - Stationery & Postage		196.30	1,140.00	943.70	82.78
510-400-120 - GG - Maint. - Software Maint	1,160.42	7,100.73	6,700.00	(400.73)	5.98-
510-410-140 - GG - Maint. - Office Supplies	3.18	1,672.92	3,700.00	2,027.08	54.79
	1,163.60	8,969.95	11,540.00	2,570.05	22.27
Grants and Contributions					
510-500-110 - GG - Grants and Contributions			330.00	330.00	100.00

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Resort Village of Fort San
Statement of Financial Activities - Detailed
For the Period Ending December 31, 2023

	Current	Year To Date	Budget	Variance	%
Interest	0.00	0.00	330.00	330.00	100.00
510-700-120 - Interest Charges - Misc.		10.27		(10.27)	
	0.00	10.27	0.00	(10.27)	0.00
Other					
510-900-110 - GG - Donations	260.85	260.85	1,000.00	739.15	73.92
	260.85	260.85	1,000.00	739.15	73.92
TOTAL GENERAL GOVERNMENT SERVICES	16,076.94	148,910.66	149,880.00	(472.56)	0.32-
PROTECTIVE SERVICES					
POLICE PROTECTION					
Professional/Contractual Services					
520-210-110 - PS - Police - Contracted Services		13,396.41	12,380.00	(1,016.41)	8.21-
520-260-100 - PS - Police - Other		182.50	1,000.00	817.50	81.75
	0.00	13,578.91	13,380.00	(198.91)	1.49-
TOTAL POLICE PROTECTION:	0.00	13,578.91	13,380.00	(198.91)	1.49-
FIRE PROTECTION					
Professional/Contractual Services					
525-210-100 - PS - Fire - EMS Contract - 911	489.30	489.30	410.00	(79.30)	19.34-
525-210-110 - PS - Fire - Contracted Services			7,950.00	7,950.00	100.00
	489.30	489.30	8,360.00	7,870.70	94.15
TOTAL FIRE PROTECTION:	489.30	489.30	8,360.00	7,870.70	94.15
TOTAL PROTECTIVE SERVICES:	489.30	14,068.21	21,740.00	7,671.79	35.29
TRANSPORTATION SERVICES					
MAINTENANCE					
Professional/Contractual Services					
530-210-120 - TS - Maint. - Contract - Valley Lawn	166.21	25,849.82	30,000.00	4,150.18	13.83
	166.21	25,849.82	30,000.00	4,150.18	13.83
Utilities					
530-310-100 - TS - Maint. - Utility - Street Lights	997.25	11,914.25	12,000.00	85.75	0.71
	997.25	11,914.25	12,000.00	85.75	0.71
Maintenance, Materials & Supplies					
530-460-100 - TS - Maint. - Asphalt/Surfacing Material			6,500.00	6,500.00	100.00
530-470-100 - TS - Maint. - Road/Street Signs		135.83	500.00	364.17	72.83
	0.00	135.83	7,000.00	6,864.17	98.06
Capital Expenditures					
530-600-699 - TS - Maint. - Amort - Infrastructure			17,635.00	17,635.00	100.00
	0.00	0.00	17,635.00	17,635.00	100.00
TOTAL MAINTENANCE:	1,163.46	37,899.90	66,635.00	28,735.10	43.12
SNOW REMOVAL					
Maintenance, Materials & Supplies					
537-430-100 - TS - Snow - Gravel/Sand		6,846.00	7,000.00	154.00	2.20

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Resort Village of Fort San
Statement of Financial Activities - Detailed
For the Period Ending December 31, 2023

	Current	Year To Date	Budget	Variance	%
	0.00	6,846.00	7,000.00	154.00	2.20
TOTAL SNOW REMOVAL:	0.00	6,846.00	7,000.00	154.00	2.20
TOTAL TRANSPORTATION SERVICES:	1,163.46	44,745.90	73,635.00	28,889.10	39.23
ENVIRONMENTAL SERVICES					
Professional/Contractual Services					
540-200-110 - EH - Waste Collection	4,382.50	25,757.50	28,000.00	2,242.50	8.01
540-200-120 - EH - Waste Collection Site	4,122.67	16,490.68	16,500.00	9.32	0.06
540-200-130 - EH - Sewage Lagoon	14,668.60	14,668.60	16,200.00	1,531.40	9.45
540-210-100 - EH - Cont. - Pest Control/Elm Trees	625.00	1,312.14	5,000.00	3,687.86	73.76
	23,798.77	58,228.92	65,700.00	7,471.08	11.37
TOTAL ENVIRONMENTAL SERVICES:	23,798.77	58,228.92	65,700.00	7,471.08	11.37
RECREATION AND CULTURAL SERVICES					
Professional/Contractual Services					
570-290-100 - R&C - Cont. - Library Requisition		3,002.36	1,300.00	(1,702.36)	130.95-
	0.00	3,002.36	1,300.00	(1,702.36)	130.95-
Grants and Contributions					
570-500-120 - R&C - Grants - Rexentre		1,500.00	1,500.00		
	0.00	1,500.00	1,500.00	0.00	0.00
TOTAL RECREATION AND CULTURAL SERV	0.00	4,502.36	2,800.00	(1,702.36)	60.80-
TOTAL EXPENDITURES:	41,528.47	270,456.05	313,755.00	41,857.05	13.34
CHANGE IN NET-FINANCIAL ASSETS	(40,848.58)	52,056.00	488.00	50,126.10	####.##
CHANGE IN NET ASSETS	(40,848.58)	52,056.00	488.00	50,126.10	####.##
CHANGE IN SURPLUS	(40,848.58)	52,056.00	488.00	50,126.10	####.##

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Resort Village of Fort San
Statement of Financial Activities - Detailed
For the Period Ending December 31, 2023

	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	(15,437.16)	63,156.91	276,380.88		
110-110-130 - Cash - Bank - Term Deposit			403.07		
110-120-100 - Short Term Investments			167,141.70		
Total Cash and Investments:	(15,437.16)	63,156.91	443,975.65		
Municipal Taxes Receivable					
110-200-100 - Municipal - Tax Receivable - Current	(11,548.02)	23,438.61	28,211.25		
110-200-110 - Municipal - Tax Receivable - Arrears	(38.45)	(7,381.59)	(6,374.97)		
110-200-120 - Municipal - Tax Enforcement		(440.75)			
Total Municipal Taxes Receivable:	(11,586.47)	15,616.27	21,836.28		

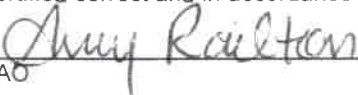
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Report Date
2024-01-04 12:53 PM

Resort Village of Fort San
Statement of Financial Activities - Detailed
For the Period Ending December 31, 2023

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
Additional Tax Information					
<u>Receipt of Arrears</u>					
	Receipts		BalFwd		
<u>Current Taxes Collected</u>					
	Receipts		Levy		
Totals Arrears & Current	0.00	0.00	0.00	0.00	0.00

Certified correct and in accordance with the records



CAO



Mayor

BR