

Resort Village of Candle Lake Council Meeting

September 11th, 2015

A Council Meeting of Council for the Resort Village of Candle Lake was held on September 11th, 2015, in the Council Chambers at Candle Lake, SK.

ATTENDANCE: The following were in attendance:

Quinn, John	- Mayor
Lozej, Michelle	- Councilor
Painchaud, Carey	- Councilor
Tarasiuk, Louise	- Councilor

Joan Corneil	- Administrator
Heather Scott	- Assistant Administrator

ABSENT: Simoneau, Maurice - Councilor

1. **CALL TO ORDER:** Mayor John Quinn called the meeting to order at 9:00 a.m.

2. **SUBMISSION OF PECUNIARY INTEREST:** None

3. **ADOPTION OF MINUTES:**

250/2015 TARASIUK:

That the Minutes of the Regular Meeting held August 18th, 2015 be taken as read and adopted.

CARRIED

4. **APPROVAL OF AGENDA:**

251/2015 LOZEJ:

That the Agenda for this meeting be approved as amended, and that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Mayor.

CARRIED

Addition:

- 9.1 Bank Reconciliation
- 9.8 Report #107/2015 from Maintenance Manager Re: Lagoon Assessment, Maintenance and Repairs.

5. **PUBLIC HEARINGS AND APPEALS:** None

6. **PRESENTATIONS, DELEGATIONS AND RELATED REPORT:**

6.1 – Brent Martin and Darren Martin – Golf Course Encroachment.
- Removed at request of Brent Martin.

7. COMMUNICATIONS/PETITIONS PACKAGE:

7.1 – Email from Brenda Doherty dated August 31, 2015 requesting to consolidate Lot 09 Block 105 Plan 81PA20331 and Lot 10 Block 105 Plan 81PA20331 with civic addresses 1 and 3 Shelley Street.

252/2015 PAINCHAUD: That Council approve to consolidate Lot 09 Block 105 Plan 81PA20331 and Lot 10 Block 105 Plan 81PA20331 with civic addresses 1 and 3 Shelley Street. **CARRIED**

7.2– Letter from Terry and Debbie Ivany received August 28, 2015 requesting to consolidate Lot 111 Block 300 Plan 83PA16314 and Lot 112 Block 300 Plan 83PA16314 with civic addresses 1 and 3 Sackett Avenue.

253/2015: TARASIUK: That Council approve to consolidate Lot 111 Block 300 Plan 83PA16314 and Lot 112 Block 300 Plan 83PA16314 with civic addresses 1 and 3 Sackett Avenue. **CARRIED**

8. CONSENT AGENDA:

8.1 Page 12– PARCS Update dated September 4th, 2015.

RECOMMENDATION: Receive and file.

254/2015 LOZEJ:
That the Consent Agenda be received and that the recommendations contained herein be approved as indicated. **CARRIED**

9. REPORTS OF ADMINISTRATOR & COMMITTEES:

9.1– Financial summary and the bank reconciliation to the end of August, 2015 and list of accounts payable for August 17th – 31st, 2015 from Financial Officer.

255/2015 TARASIUK: That Council approves the financial statements and bank reconciliation to the end of August, 2015 as presented and that the accounts paid and payable as listed be approved for payment. **CARRIED**

256/2015 PAINCHAUD:
That Council direct administration in the future to send out purchase orders not to exceed a budgeted amount for all contract work. **CARRIED**

9.2 – Report 102/2015 from Administrator dated August 25, 2015 Re: Bylaw 15 of 2015 – a Bylaw to Change the North Central Lakeland Planning District Official Community Plan – Section E.

September 11th, 2015

257/2015 LOZEJ:

1. That Bylaw 15 of 2015 – A Bylaw to amend the North Central Lakeland Planning District Official Community Plan – Bylaw 12 of 2013 Section E be placed on the table under order of business “Introduction and Consideration of Bylaws” for first reading only.
2. That Administration is directed to advertise for a public hearing October 09, 2015.
CARRIED

9.4 – Report 100/2015 from Assistant Administrator dated August 26, 2015 Re: Christmas Lights.

258/2015 TARASIUK: That Council approve the purchase of 10 Christmas Displays from CLG Displays for \$9,615.00 plus GST to come from the beautification budget GL 510-410-180.
CARRIED

9.5 – Report 103/205 from Assistant Administrator dated September 2, 2015 Re: Landfill Compactor Buyout.

259/2015 LOZEJ: That Council table the CAT 816F Landfill Compactor buyout until such time as a price for a trade in of the 953 CAT is received back from Marcel Equipment for review.
CARRIED

9.6 – Report 104/2015 from Administrator dated September 2, 2015 Re: New Fees for Hall Rental.

260/2015 TARASIUK: That Council approves Policy Number 200-66 effective January 1, 2016.
CARRIED

9.7 – Report 106/2015 dated September 4th, 2015 from Financial Officer Re: Transfer to Reserves.

261/2015 PAINCHAUD:

1. That Council approve the transfer of \$1,023,500.00 to the following reserves from the General Bank Account.

i.	Hall Maint Reserve	\$200,000.00
ii.	Fire Equipment -	\$ 20,000.00
iii.	Equipment Reserve -	\$138,500.00
iv.	Roads/Streets Reserve	\$450,000.00
v.	Lagoon Sustainability	\$115,000.00
vi.	Beautification -	\$ 30,000.00
vii.	Gravel Reserve -	\$ 70,000.00
2. That Council approve the transfer of \$710,000.00 to the following reserves out of the General Bank Account.

i.	Hall/Rds Maint Reserve	\$180,000.00
ii.	Equipment Reserve	\$ 50,000.00

JSC *Jc*

Resort Village of Candle Lake Council Meeting

September 11th, 2015

- | | | |
|------|------------------------|--------------|
| iii. | Roads/Streets Reserve | \$420,000.00 |
| iv. | Beautification Reserve | \$ 10,000.00 |
| v. | Gravel Reserve | \$ 50,000.00 |

3. That Council approve the transfer of \$1,315,000.00 from Surplus to the General Account. **CARRIED**

9.8 – Report 107/2015 from Maintenance Manager Re: Lagoon Assessment, Maintenance and Repairs.

262/2015 TARASIUK: That Council authorize the transfer of funds from the Lagoon Reserve account to the General account to pay for costs incurred to bring the lagoons to full functionality upon receipt and approval of quotes by Council.

CARRIED

10. INQUIRIES: None

11. COUNCILORS FORUM:

- Mayor Quinn provided a summary of his attendance at the Conservation officer opening ceremonies at the Golf Course.

12. INTRODUCTION AND CONSIDERATION OF BYLAWS:

12.1 – Bylaw 15 of 2015 – A Bylaw to amend the North Central Lakeland Planning District Official Community Plan – Bylaw 12 of 2013 Section E.

263/2015 TARASIUK:

That Bylaw 15 of 2015 – A Bylaw to amend the North Central Lakeland Planning District Official Community Plan – Bylaw 12 of 2013 Section E be introduced and read a first time.

CARRIED

13. UNFINISHED BUSINESS BYLAW: None

14. GIVING NOTICE: None

15. MOTIONS:

Council adjourns for a break: 10:25 a.m.

Council returns at 10:30 a.m.

264/2015 LOZEJ:

That Council adjourn to an in camera session to review items of land, legal, labour and/or strategic planning.

CARRIED

Council Adjourns to Closed Session at 11:44 a.m.

Council Reconvenes to Open Session at 1:40 p.m.

September 11th, 2015

265/2015 PAINCHAUD:

That Council reconvene to open Council meeting to ratify direction provided from Committee of the Whole – InCamera. **CARRIED**

266/2015 TARASIUK:

That Council approve the direction given to administration regarding items of land legal and labour and strategic planning.

Direction:

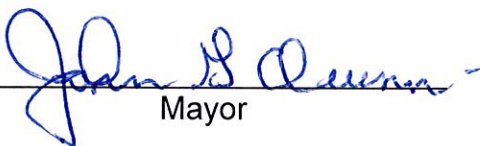
- That Administration draft a response to Rick Rumberger stating:
 - That as a developer, he is responsible to ensure development is within his property boundary.
 - That the Resort Village of Candle Lake will not consider selling any public reserve at this time as they wish to maintain the road allowance for possible future development.
- That Administration contact ADOBT to do an inspection and evaluation of the community hall.
- That Administration is directed to do maintenance on the hall kitchen to bring it up to health and safety standards.
- That Administration contract for new eaves troughs to redirect water away from the parking lot and the health clinic door.

CARRIED

16. ADJOURNMENT

267/2015 TARASIUK: That the meeting adjourns at 1:10 p.m.

CARRIED



Mayor



Administrator

Resort Village of Candle Lake
Statement of Financial Activities - Summary
For the Period Ending August-31-15

	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation	(223,287.19)	2,357,610.64	2,325,314.89	32,295.75	101
Fees and Charges	147,893.20	272,351.56	344,000.00	(71,648.44)	79
Maintenance and Development Charges		50.00		50.00	
Grants	65,091.75	130,183.50	223,900.00	(93,716.50)	58
Grants in Lieu of Taxes	7,862.30	12,650.40	14,300.00	(1,649.60)	88
Capital Asset Proceeds			105,000.00	(105,000.00)	
Investment Income and Commissions	1,979.55	14,717.23	23,700.00	(8,982.77)	62
Total Revenues:	(460.39)	2,787,563.33	3,036,214.89	(248,651.56)	92
Expenditures					
General Government Services	42,739.24	440,546.43	775,820.00	335,273.57	57
Protective Services	8,424.17	108,811.82	202,300.00	93,488.18	54
Transportation Services	110,094.97	1,120,717.12	2,739,720.13	1,619,003.01	41
Public Health and Welfare Services	294.99	3,366.35	8,500.00	5,133.65	40
Planning and Development Services	2,849.93	23,635.34	49,800.00	26,164.66	47
Recreation and Cultural Services	226.80	34,471.28	86,250.00	51,778.72	40
Total Expenditures:	164,630.10	1,731,548.34	3,862,390.13	2,130,841.79	45
Change in Net Financial Assets	(165,090.49)	1,056,014.99	(826,175.24)	1,882,190.23	228
Operating Surplus/Deficit (Chg in Net Asst)	(165,090.49)	1,056,014.99	(826,175.24)	1,882,190.23	228
Decrease in Amounts to be Recovered					
Long Term Debt Repaid	(19,930.00)	(119,580.00)	(239,000.00)	119,420.00	50
Transfers					
Transfers In			2,025,000.00	(2,025,000.00)	
Transfers Out	3,500.00	3,500.00	(1,023,500.00)	1,027,000.00	100
Change in General Surplus	(181,520.49)	939,934.99	(63,675.24)	1,003,610.23	1,576
Account Balances					
Cash	Current	Year to Date	Balance		
Office Petty Cash			500.00		
Office Float			200.00		
Landfill Float			70.00		
General Bank Acct.	2,183,472.42	1,636,947.77	2,663,940.79		
Tax Bank Account		59.32	511.91		
Cash- Investors Savings Account	1,750.69	2,012,124.26	2,594,056.69		
Cash - Parks & Rec Operating Acct			6,814.35		
Parks & Rec Bingo Account			2,153.53		
Health Committee-Gen.Account			2,414.23		
Health Committee-Building Fund			4,544.79		
First Responders Bank Account			230.22		
Parks & Rec-Playground Acct			1,241.33		
Total Cash:	2,185,223.11	3,649,131.35	5,276,677.84		
Municipal Taxes Receivable					
Municipal - Tax Receivable - Current	(1,544,893.92)	296,723.72	520,074.04		
Municipal - Tax Receivable - Arrears	6,204.58	50,554.57	176,390.66		
Municipal Receivable-WCB Cert	221.87	1,668.97	12,497.59		
Total Municipal Taxes Receivable:	(1,538,467.47)	348,947.26	708,962.29		

JBL

Jc

Report Date
9/09/15 10:06 AM

Resort Village of Candle Lake
Statement of Financial Activities - Summary
For the Period Ending August-31-15

Page 2

	Current	Year To Date	Budget	Variance	%
Other Receivables					
Accounts Receivable			30.00		
Tax Title Costs Receivable			150.00		
GST Receivable - 100% Rebate	(38,621.13)	(4,589.81)	38,018.95		
Total Other Receivables:	(38,621.13)	(4,589.81)	38,198.95		
Certified correct and in accordance with the records	Presented to council on				
	<u>Oct 13/15</u>				
	(Date)				
<u>J. Cornail</u>	<u>John B. Quenni, Mayor</u>				
Administrator Name	Head of Council Name				
Administrator Title	Head of Council Title				

Report Date
8/31/15 2:54 PM

Resort Village of Candle Lake
Payment Register
As of 8/31/15

Page 1

Bank Code: GEN - GENERAL BANK ACCOUNT

Payment #	Vendor	Date	Amount
Computer Cheques			
8230	Acklands Grainger Inc	8/31/15	1,380.97
8231	A Cut Above Tree Service	8/31/15	13,046.25
8232	Ashby, Terrance	8/31/15	982.82
8233	Candle Lake Home Building Cntr	8/31/15	135.74
8234	Corneil, Joan	8/31/15	137.89
8235	C.U.P.E.	8/31/15	545.68
8236	Friesen, Chris	8/31/15	926.88
8237	Gibson, James	8/31/15	1,429.69
8238	J.G.T. Properties Inc.	8/31/15	882.04
8239	Jorgenson, Alan	8/31/15	100.00
8240	Kapeluk, David	8/31/15	1,364.00
8241	Kenny, Kurtis	8/31/15	350.00
8242	Marcel Equipment Limited	8/31/15	8,925.00
8243	Mawson, Trevor & Christine	8/31/15	3,211.18
8244	McGowan, Wayne	8/31/15	675.15
8245	Munisoft	8/31/15	127.81
8246	Municipal Employees Pension	8/31/15	6,839.28
8247	North Star Signs	8/31/15	394.90
8248	Pikaluk, Brennan	8/31/15	180.00
8249	Pitney Bowes	8/31/15	1,034.11
8250	Prince Albert Co-op Assn Ltd	8/31/15	3,843.23
8251	Ruest, Mark & Giselle	8/31/15	568.20
8252	Saskatchewan Research Council	8/31/15	1,502.55
8253	Sawyer's Trees & Landscapes	8/31/15	8,820.00
8254	Sawchuk Lavoie Stonechild	8/31/15	370.88
8255	Scott, Heather	8/31/15	27.50
8256	Staples	8/31/15	998.86
8257	SUMA	8/31/15	336.41
8258	SUMA-Grp. Benefits	8/31/15	2,847.85
8259	Sutherland Automotive	8/31/15	11.62
8260	T & C Plumbing Ltd.	8/31/15	1,053.02
8261	Toshiba Business Solutions	8/31/15	262.06
Total:			63,311.57
Total for GEN:			63,311.57

Payments Printed: 32

gbu

Je

Resort Village of Candle Lake
Bank Reconciliation
Gen Bank Account 110-110-120
Adv. Credit Union, Candle Lake Branch
August 31 2015

Bank Statement Balance August 31/15		2,499,459.58
ADD:		
Outstanding Deposits		65,974.05
Outstanding Deposits		
Debit:		191,523.50
Preauthorized Batches		14,216.49
Outstanding Deposits		
LESS:		
Outstanding Cheques and Withdrawals:		-116,711.88
Payroll		
Council		
Fire		
Adjusted Bank Statement Balance		2,654,461.74

General Ledger Balance August 31/15		2,663,940.79
Items not posted to the general ledger:		
First Data Charges		(7,449.86)
RBC LOAN		(19,930.00)
Interest		393.67
Caft Fees		(48.25)
Deposit - Aug 10/15		29,500.00
Reverse Tax Receipt		(172.66)
Bank Fees		(1.22)
General Ledger Adjustment		(11,770.73)
Adjusted General Ledger Balance August 31/15		2,654,461.74

Variance	0.00
----------	------

gld

gc