

Resort Village of Candle Lake Council Meeting

March 14, 2014, 2013

A Council Meeting of Council for the Resort Village of Candle Lake was held on March 14, 2014, in the Council Chambers at Candle Lake, Saskatchewan.

**ATTENDANCE:** The following were in attendance:

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

Absent: Simoneau, Maurice - Councilor

**1. CALL TO ORDER:** Mayor John Quinn called the meeting to order at 1:00 P.M.

**2. SUBMISSION OF PECUNIARY INTEREST:**

**3. ADOPTION OF MINUTES:**

**45/2014 LOZEJ:**

That the Minutes of the Special Council meeting held February 14, 2014 as amended, and the minutes of the Regular Council held February 14, 2014 be taken as read and adopted.

Error in minutes to be corrected: Add Councilor Tarasiuk to the attendance

**CARRIED**

**4. APPROVAL OF AGENDA:**

**46/2014: TARASIUK:**

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

**CARRIED**

**Addition to agenda:** 7.6 Letter from Lana Rossmo

**5. Public Hearings and Appeals:**

Discretionary Use applications

5.1 Discretionary Use application from John Ronald Cherkewich

- Report from Administrator dated March 08, 2014

**47/2014 LOZEJ:**

That Council approves the Discretionary use application from John Ronald Cherkewich to operate a legal services business at # 13 Elm Place with the condition that the business conforms to The Zoning Bylaw 02 of 2002 section 5.16.

**CARRIED**

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

**7. COMMUNICATIONS/PETITIONS PACKAGE:**

**Items 7.3 and 7.6 removed for discussion**

7.3 Letter from Etta Sackney, Candle Lake Health Services Committee dated March 03, 2014 regarding Parks and Rec Newsletter

**48/2014 LOZEJ:**

Received and file.

**CARRIED**

7.6 Letter from Lana Rosmo regarding the MS Walk.

**49/2014 PAINCHAUD:**

Receive and file.

**CARRIED**

7.1 Letter from Dave Graham and Cindy Elchuk dated March 05, 2014 regarding dock placement.

**RECOMMENDATION:** Receive and File

7.2 Letter from SAMA dated February 21, 2014 regarding SAMA 2014 Annual Meeting and meeting resolution.

**RECOMMENDATION:**

1. That Council appoint a member of Council as a voting delegate to attend the SAMA Annual Meeting to be held April 16, 2014 in Saskatoon and that administration is advised to register the appropriate delegates.

2. That Council approves the attendance of the administrator and other Councillors to attend the SAMA Annual Meeting to be held April 16, 2014 in Saskatoon

7.4 Invitation from NCTPC regarding annual meeting April 10, 2014.

**RECOMMENDATION:** Direct administration regarding attendance

7.5 2014 Labour Standards Workshop & WCB Worksafe Presentation held April 16, 2014 in Prince Albert.

**RECOMMENDATION:** That Council approves the attendance of administration and Council members that wish to attend and that costs be covered by the RVCL for attendance related expense. Attendees will be encouraged to carpool where possible.

March 14, 2014, 2013

**50/2014 TARASIUK:**

That the Communications, Petitions Package items 7.1, 7.2 and 7.4 AND 7.5 be received and referred as indicated. **CARRIED**

**8. Consent Agenda:**

- 8.1 District Board of Revision Memorandum of Agreement**  
o Letter from RVCL dated September 17, 2013

**RECOMMENDATION:** Authorize the Mayor and Administrator to sign the Memorandum of Agreement for the District Board of Revision

- 8.2 Report from EPS Management Services for February 2014**

**RECOMMENDATION:** Receive and File

**51/2014 TARASIUK:**

That the Consent Agenda be received and that the recommendations contained therein be approved as indicated. **CARRIED**

**9. Reports of Administration & Committees:**

- 9.1 Accounts Financial Statements.**

**52/2014 PAINCHAUD:**

That the Financial report and the accounts be approved as presented. **CARRIED**

**10. INQUIRIES:**

**11. INTRODUCTION AND CONSIDERATION OF BYLAWS:**

**12. Unfinished Business Bylaws:**

**13. Giving Notice:**

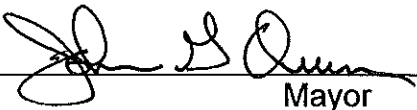
**14. Motions:**

**15. ADJOURNMENT**

**53/2014 TARASIUK:**

That the meeting adjourns at 1:26 PM

**CARRIED**

  
Mayor

  
Administrator

**RESORT VILLAGE OF CANDLE LAKE**  
**ACCOUNTS PAYABLE/PAID**  
as of March 14, 2014

Cheque #	Vendor Name	Amount	Description	Purchase Order	Cheque Date	Payment Released
6813	2Web Design Inc.	214.50	Annual Web Hosting Renewal		Feb. 19, 2014	Feb. 19, 2014
6814	Bolt Supply House Ltd.	32.93	Shop Supplies	960933	Feb. 19, 2014	Feb. 19, 2014
6815	Candle Junction Restaurant	45.23	Fire Dept. - Fuel		Feb. 19, 2014	Feb. 19, 2014
6816	Cervus Equipment	17.96	Shop Supplies	960932	Feb. 19, 2014	Feb. 19, 2014
6817	Cherkas, Kim	500.00	Feb/14 Mentorship - J. Corneil		Feb. 19, 2014	Feb. 28, 2014
6818	Christopherson Industrial	39.43	Shop Supplies	960940	Feb. 19, 2014	Feb. 19, 2014
6819	CIT Financial	1,280.40	Photocopier Lease		Feb. 19, 2014	Feb. 19, 2014
6820	Consort Display Group	131.18	Shipping Costs CiB Baskets - U.S.D.		Feb. 19, 2014	Feb. 19, 2014
6821	Corneil, Joan	652.48	Convention Travel		Feb. 19, 2014	Feb. 19, 2014
6822	EPS Management	2,612.31	Jan/14 Bylaw Enforcement		Feb. 19, 2014	Feb. 19, 2014
6823	GL Mobile Communications	88.00	Repair Office Internet		Feb. 19, 2014	Feb. 19, 2014
6824	GlenMor Inc	53.83	Parts	960937	Feb. 19, 2014	Feb. 19, 2014
6825	Greenland Waste Disposal Ltd.	459.71	Jan/14 Recycling		Feb. 19, 2014	Feb. 19, 2014
6826	HyPower Systems	91.39	Hydraulic Hose Assembly	960931	Feb. 19, 2014	Feb. 19, 2014
6827	Jackow, Dezilda	288.00	Feb/14 Janitorial		Feb. 19, 2014	Feb. 28, 2014
6828	Lakeland Ford	130.63	Parts	960936	Feb. 19, 2014	Feb. 19, 2014
6829	Lavoie, Colleen	284.40	Dev. Appeals Bd. Workshop		Feb. 19, 2014	Mar. 14, 2014
6830	Lokinger, Dennis	204.00	Dev. Appeals Bd. Workshop		Feb. 19, 2014	Mar. 14, 2014
6831	Matkowski, Patricia	1,125.00	Feb/14 Janitorial		Feb. 19, 2014	Feb. 28, 2014
6832	Meyers Norris Penny	5,532.00	Interim Audit Invoice		Feb. 19, 2014	Feb. 19, 2014
6833	Outback Renewal	157.50	Sand Application		Feb. 19, 2014	Feb. 19, 2014
6834	Pitney Bowes	215.67	Postage Meter		Feb. 19, 2014	Feb. 19, 2014
6835	Prince Albert Co-op Assn.	5,224.39	Fuel/Supplies	960938	Feb. 19, 2014	Feb. 19, 2014
6836	Ramada Plaza Regina	2,413.20	SUMA Convention - Hotel	2014-01	Feb. 19, 2014	Feb. 19, 2014
6837	Ritchie, Doug	204.00	Dev. Appeals Bd. Workshop		Feb. 19, 2014	Mar. 14, 2014
6838	Sask Emergency Planners	300.00	L. Tarasiuk Registration		Feb. 19, 2014	Feb. 19, 2014
6839	Sask Energy	2,686.59	Feb/14 Statement		Feb. 19, 2014	Feb. 19, 2014
6840	SaskPower	6,428.43	Feb/14 Statement		Feb. 19, 2014	Feb. 19, 2014
6841	SaskTel	1,581.66	Feb/14 Statement		Feb. 19, 2014	Feb. 19, 2014
6842	Scott, Heather	24.18	Jan/Feb Office Travel		Feb. 19, 2014	Feb. 19, 2014
6843	Stalwick, Allan	200.88	Dev. Appeals Bd. Workshop		Feb. 19, 2014	Feb. 19, 2014
6844	SUMA	467.22	Office Supplies	2014-04/2014-07	Feb. 19, 2014	Feb. 19, 2014
6845	Trans-Care Rescue Ltd.	320.01	First Responder - ALS Bag		Feb. 19, 2014	Feb. 19, 2014
6846	VOID				Feb. 25, 2014	Feb. 25, 2014
6847	C.U.P.E.	177.04	Feb/14 Union Dues		Feb. 25, 2014	Feb. 25, 2014
6848	MacDonald, Andrew	126.47	2014 Safety Wear		Feb. 25, 2014	Mar. 14, 2014
6849	Municipal Employees Pension	3,992.84	Feb/14 Pension Remittances		Feb. 25, 2014	Feb. 25, 2014
6850	Pitney Works	222.10	Postage Meter		Feb. 25, 2014	Feb. 25, 2014
6851	Receiver General for Canada	7,037.66	Feb/14 Remittances		Feb. 25, 2014	Feb. 25, 2014
6852	Simoneau, Maurice	1,151.60	Feb/14 Council Indemnity		Feb. 25, 2014	Mar. 14, 2014
6853	SUMA - Group Benefits	1,995.57	Feb/14 Remittances		Feb. 25, 2014	Feb. 25, 2014
6854	Wilcox Zuk Chovin	518.63	Legal		Feb. 25, 2014	Feb. 25, 2014
6855	Accra Lock & Safe Co. Ltd.	53.24	Office Maintenance		Feb. 28, 2014	Mar. 14, 2014
6856	Candle Lake All Season Service	198.70	Feb/14 Statement		Feb. 28, 2014	Mar. 14, 2014
6857	Corneil, Joan	78.00	SAKAW Mtg.		Feb. 28, 2014	Mar. 14, 2014
6858	Fire & Auto Enterprises	231.00	Fire Vehicle Parts		Feb. 28, 2014	Mar. 14, 2014
6859	GL Mobile Communications	88.00	Office Internet Repairs		Feb. 28, 2014	Mar. 14, 2014
6860	Industry Canada	434.00	Fire Radio Communications		Feb. 28, 2014	Mar. 14, 2014
6861	Mack, Karen	208.00	Moose Jaw F/R Conv.		Feb. 28, 2014	Mar. 14, 2014
6862	Matkowski, Patricia	208.00	Moose Jaw F/R Conv.		Feb. 28, 2014	Mar. 14, 2014
6863	Meyers Norris Penny	5,532.00	Interim Audit Invoice #2		Feb. 28, 2014	Mar. 04, 2014
6864	Quinn, John G.	1,110.48	Feb/14 Council Indemnity		Feb. 28, 2014	Mar. 14, 2014
6865	Sask. Rivers School Div. #119	10,783.58	Feb/14 Sch. Tax Remittances		Feb. 28, 2014	Mar. 04, 2014
6866	SaskPower	88.75	Feb/14 Statement		Feb. 28, 2014	Mar. 04, 2014
6867	Scott, Heather	22.10	Feb/14 Office Mileage		Feb. 28, 2014	Mar. 14, 2014
	EFT Payroll Payment	21,361.64	Feb/14 Payroll			
	<b>TOTAL</b>	<b>89,626.51</b>				

**Resort Village of Candle Lake**  
**Statement of Financial Activities - Condensed**  
For the Period Ending February-28-14

	Current	Year To Date	Budget	Variance	%
<b>REVENUES</b>					
<b>Taxation</b>					
Municipal Taxes			(500.00)	500.00	
Abatements and Adjustments			(352,580.00)	342,136.01	3
Discount on Current Year Taxes	(1,371.93)	(10,443.99)	(353,080.00)	342,636.01	3
<b>Net Municipal Taxes</b>	<b>(1,371.93)</b>	<b>(10,443.99)</b>	<b>(353,080.00)</b>	<b>342,636.01</b>	<b>3</b>
Penalties on Tax Arrears	6,354.31	13,081.79	53,270.00	(40,188.21)	25
<b>Total Taxation:</b>	<b>4,982.38</b>	<b>2,637.80</b>	<b>(299,810.00)</b>	<b>302,447.80</b>	<b>101</b>
<b>Fees and Charges</b>					
Custom Work	45.00	690.00	13,200.00	(12,510.00)	5
Sale of Supplies and Gravel			1,740.00	(1,740.00)	
Rentals			6,600.00	(6,600.00)	
Policing and Fire Fees			300.00	(300.00)	
Recreation Fees	1,187.00	1,277.00	1,500.00	(223.00)	85
Cemetery Fees			800.00	(800.00)	
Licenses and Permits	1,640.00	3,935.00	209,700.00	(205,765.00)	2
General Office Services	60.00	290.00	8,120.00	(7,830.00)	4
Landfill/Waste Collection Fees	1,382.00	1,952.60	36,910.00	(34,957.40)	5
<b>Total Fees and Charges:</b>	<b>4,314.00</b>	<b>8,144.60</b>	<b>278,870.00</b>	<b>(270,725.40)</b>	<b>3</b>
<b>Maintenance and Development Charges</b>					
Development Charges			30,420.00	(30,420.00)	
<b>Total Maintenance and Development Charge</b>	<b>0.00</b>	<b>0.00</b>	<b>30,420.00</b>	<b>(30,420.00)</b>	<b>0</b>
<b>Unconditional Transfers</b>					
Unconditional Transfers			239,180.00	(239,180.00)	
<b>Total Unconditional Transfers:</b>	<b>0.00</b>	<b>0.00</b>	<b>239,180.00</b>	<b>(239,180.00)</b>	<b>0</b>
<b>Grants in Lieu of Taxes</b>					
Provincial			4,500.00	(4,500.00)	
<b>Total Grants in Lieu of Taxes:</b>	<b>0.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>(4,500.00)</b>	<b>0</b>
<b>Investment Income and Commissions</b>					
Investment and Income Revenue	1,970.39	4,274.37	15,000.00	(10,725.63)	29
<b>Total Investment Income and Commissions:</b>	<b>1,970.39</b>	<b>4,274.37</b>	<b>15,000.00</b>	<b>(10,725.63)</b>	<b>29</b>
<b>Total REVENUES:</b>	<b>11,266.77</b>	<b>15,056.77</b>	<b>268,160.00</b>	<b>(253,103.23)</b>	<b>6</b>
<b>Transfers To Revenue</b>					
Trans.from Equipment Reserve			(50,000.00)	50,000.00	
Trans.fromRoads/Streets Reserve			(500,000.00)	500,000.00	
Trans. from Health Centre Reserve		36,000.00		36,000.00	
Recreation & Rec Committee Revenue			2,190.00	(2,190.00)	
<b>Total Transfers To Revenue:</b>	<b>0.00</b>	<b>36,000.00</b>	<b>(547,810.00)</b>	<b>583,810.00</b>	<b>107</b>

**EXPENDITURES**

**Resort Village of Candle Lake**  
**Statement of Financial Activities - Condensed**  
For the Period Ending February-28-14

	Current	Year To Date	Budget	Variance	%
<b>General Government Services</b>					
Wages	18,067.30	39,008.05	270,570.00	231,561.95	14
Benefits	2,028.15	4,160.52	33,900.00	29,739.48	12
Professional/Contract Services	33,288.98	49,157.12	107,040.00	57,882.88	46
Utilities	2,242.00	4,416.80		(4,416.80)	
Maintenance, Material and Supplies	507.98	2,132.75		(2,132.75)	
Interest		1,651.79		(1,651.79)	
<b>Total General Government Services:</b>	<b>56,134.41</b>	<b>100,527.03</b>	<b>411,510.00</b>	<b>310,982.97</b>	<b>24</b>
<b>Protective Services</b>					
<b>Police Protection</b>					
Contractual Services	2,571.08	2,648.60		(2,648.60)	
<b>Total Police Protection:</b>	<b>2,571.08</b>	<b>2,648.60</b>	<b>0.00</b>	<b>(2,648.60)</b>	<b>0</b>
<b>Fire Protection</b>					
Wages	516.67	1,033.34		(1,033.34)	
Professional/Contractual Services	1,912.43	7,432.08		(7,432.08)	
Utilities	1,480.94	2,622.19		(2,622.19)	
Maintenance, Materials and Supplies	419.04	857.02		(857.02)	
<b>Total Fire Protection:</b>	<b>4,329.08</b>	<b>11,944.63</b>	<b>0.00</b>	<b>(11,944.63)</b>	<b>0</b>
<b>Total Protective Services:</b>	<b>6,900.16</b>	<b>14,593.23</b>	<b>0.00</b>	<b>(14,593.23)</b>	<b>0</b>
<b>Transportation Services</b>					
<b>Maintenance</b>					
Wages	13,514.46	24,916.05		(24,916.05)	
Benefits	1,677.22	3,241.03		(3,241.03)	
Professional/Contractual Services	3,968.21	3,968.21		(3,968.21)	
Utilities	5,386.39	10,499.91		(10,499.91)	
Maintenance, Materials & Supplies	5,789.62	8,723.11		(8,723.11)	
<b>Total Maintenance:</b>	<b>30,335.90</b>	<b>51,348.31</b>	<b>0.00</b>	<b>(51,348.31)</b>	<b>0</b>
<b>Total Transportation Services:</b>	<b>30,335.90</b>	<b>51,348.31</b>	<b>0.00</b>	<b>(51,348.31)</b>	<b>0</b>
<b>Public Health and Welfare Services</b>					
Utilities	268.74	537.48		(537.48)	
<b>Total Public Health and Welfare Services:</b>	<b>268.74</b>	<b>537.48</b>	<b>0.00</b>	<b>(537.48)</b>	<b>0</b>
<b>Planning and Development Services</b>					
Wages and Benefits		2,644.91		(2,644.91)	
Professional/Contractual Services	875.00	875.00		(875.00)	
Utilities	33.95	66.83		(66.83)	
Maintenance, Materials and Supplies	768.45	768.45		(768.45)	
<b>Total Planning and Development Services:</b>	<b>1,677.40</b>	<b>4,355.19</b>	<b>0.00</b>	<b>(4,355.19)</b>	<b>0</b>
<b>Recreation and Cultural Services</b>					
Professional/Contractual Services		4,375.80		(4,375.80)	
Utilities - Heat	1,061.77	2,092.06		(2,092.06)	
Utilities - Power	314.44	564.47		(564.47)	
Utilities - Telephone	46.28	92.56		(92.56)	
Utilities - Other		217.50		(217.50)	
Grants and Contributions		66.08		(66.08)	
Other	84.40	108.22		(108.22)	

**Resort Village of Candle Lake**  
**Statement of Financial Activities - Condensed**  
For the Period Ending February-28-14

	Current	Year To Date	Budget	Variance	%
<b>Total Recreation and Cultural Services:</b>	1,506.89	7,516.69	0.00	(7,516.69)	0
<b>Total EXPENDITURES:</b>	96,823.50	178,877.93	411,510.00	232,632.07	43
<b>CHANGE IN NET FINANCIAL ASSETS</b>					
<b>REVENUES</b>	11,266.77	51,056.77	(279,650.00)	330,706.77	118
<b>EXPENDITURES</b>	96,823.50	178,877.93	411,510.00	232,632.07	43
<b>CHANGE IN NET FINANCIAL ASSETS</b>	(85,556.73)	(127,821.16)	(691,160.00)	563,338.84	18
<b>Operating Surplus/Deficit (Chg in Net Asst)</b>	(85,556.73)	(127,821.16)	(691,160.00)	563,338.84	18
<b>Decrease in Amounts to be Recovered</b>					
Long Term Debt Repaid		(255,197.41)		(255,197.41)	
<b>Total Decrease in Amounts to be Recovered:</b>	0.00	(255,197.41)	0.00	(255,197.41)	0
<b>Transfers</b>					
Transfers In		36,000.00	(547,810.00)	583,810.00	107
<b>Total Transfers:</b>	0.00	36,000.00	(547,810.00)	583,810.00	107
<b>Change in General Surplus</b>	(85,556.73)	(347,018.57)	(1,238,970.00)	891,951.43	28

Account Balances	Current	Year to Date	Balance
<b>Cash and Investments</b>			
Office Petty Cash			500.00
Office Float			200.00
Landfill Float			70.00
General Bank Acct.	(23,366.09)	(69,352.42)	215,450.62
Tax Bank Account	4.50	12.40	91.23
Cash- Investors Savings Account	1,813.31	(256,095.39)	2,365,591.31
Cash - Parks & Rec Operating Acct			6,814.35
Parks & Rec Bingo Account			2,153.53
Health Committe-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
<b>Total Cash and Investments:</b>	(21,548.28)	(325,435.41)	2,599,301.61
<b>Municipal Taxes Receivable</b>			
Municipal - Tax Receivable - Current	(18,790.06)	(60,776.78)	122,107.10
Municipal - Tax Receivable - Arrears	5,366.21	11,585.36	157,058.89
Municipal - Adjustment/Cancellation			4,435.87
Municipal Receivable-WCB Cert	51.62	51.62	2,868.23
<b>Total Municipal Taxes Receivable:</b>	(13,372.23)	(49,139.80)	286,470.09
<b>other receivables</b>			
Sask. Rivers Taxes Receivable	(5,591.15)	(24,025.57)	249,183.45

**Resort Village of Candle Lake**  
**Statement of Financial Activities - Condensed**  
For the Period Ending February-28-14

	Current	Year To Date	Budget	Variance	%
Accounts Receivable		(2,384.40)	30.00		
Other Receivable #3			(1,250.00)		
Tax Title Costs Receivable			150.00		
GST Receivable - 100% Rebate	(29,896.91)	(28,727.43)	3,057.12		
GST Receivable-Parks & Rec			697.20		
GST Receivable - Comm in Bloom			245.26		
GST Receivable-First Respond Comm			103.57		
GST Receivable - Health Committee			61.69		
<b>Total other receivables:</b>	<b>(35,488.06)</b>	<b>(55,137.40)</b>	<b>252,278.29</b>		
<b>Other Receivables</b>					
Accounts Receivable		(2,384.40)	30.00		
Other Receivable #3			(1,250.00)		
Tax Title Costs Receivable			150.00		
GST Receivable - 100% Rebate	(29,896.91)	(28,727.43)	3,057.12		
GST Receivable-Parks & Rec			697.20		
GST Receivable - Comm in Bloom			245.26		
GST Receivable-First Respond Comm			103.57		
GST Receivable - Health Committee			61.69		
<b>Total Other Receivables:</b>	<b>(29,896.91)</b>	<b>(31,111.83)</b>	<b>3,094.84</b>		

Certified correct and in accordance with the records

Presented to council on

*Mar 14, 2014*

(Date)

*[Signature]*

Head of Council Name  
Head of Council Title

*[Signature]*

Administrator Name  
Administrator Title



**Resort Village of Candle Lake**  
**Bank Reconciliation**  
**Gen Bank Account 110-110-120**  
**Adv. Credit Union, Candle Lake Branch**  
**28/Feb/14**

	<b>Bank Statement Balance 28/Feb/14</b>	<b>287,131.22</b>
<b>ADD:</b>		
Outstanding Deposits		0.00
<b>LESS:</b>		
Outstanding Cheques and Withdrawals: See Attached List		(71,680.60)
<b>Adjusted Bank Statement Balance</b>		<b>215,450.62</b>

	<b>General Ledger Balance 28/Feb/14</b>	<b>215,450.62</b>
<b>Items not posted to the general ledger:</b>		
<b>Adjusted General Ledger Balance 28/Feb/14</b>		<b>215,450.62</b>

<b>Variance</b>	<b>0.00</b>
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