### **Resort Village of Island View**

#### Regular Meeting of Council held in the office at

#### Resort Village of Island View, Saskatchewan

#### Saturday, December 16, 2023

Present:

Mayor:

Ray Olson

Council Members: Council Member:

Warren Coghlan Gordon Epp

Administrator:

Pamela Holliday

A quorum being present, Mayor Olson called the meeting to order at 10:01 a.m.

Minutes - Regular

187/2023 Coghlan: Epp

"THAT the minutes from the October 28, 2023 regular meeting of Council be approved as presented by the Administrator."

CARRIED

Correspondence

188/2023 Epp: Coghlan

"THAT the following correspondence from the December 16, 2023 meeting, as presented by the Administrator, be filed:

- a. Strasbourg December 2023 Community Calendar
- b. ThinkBig
- c. Engage

**CARRIED** 

Reports

189/2023 Coghlan: Epp

"THAT the Resort Village of Island View acknowledge the following meeting reports:

Administrator -

- SK Gov't Grant with SGI Traffic Safety Report was submitted prior to Nov. 25, 2023 to receive final allocation of funds (approx. \$2,000)
- Earth Day Tree Planting Relay DAP of \$500 arrive report to be submitted spring 2024.
- Municipal Revenue Sharing Declaration Eligibility link arrive completing forms required and will submit before January 31, 2024.
- To Date Increase Council Survey Results Going ahead with Council Increase in Size.
- To Date Alcohol permitted in the Main Park Survey Results Not going ahead at this time.
- RM 220 McKillop Graded the road in early December 2023
- UMAAS 2024 Salary Guideline with a suggested rate increase of 4.5% adjustment over 2023.
- Designation request of title change from Administrator to Chief Administrative Officer (CAO).
- SUMAssurance Premium Statement to be paid by January 31, 2023 -\$10,710 NO INCREASE from 2023.
- Proposed 2024 Council Meeting Schedule
- Winter Newsletter send out to residents in December with a 2023 review.
- Website is live! New webpage address is: Home | Island View Resort V (islandviewresortvillage.net)

Recreation Board – completing year end financials to submit to the office in early 2024. Picnic Shelter quotes to arrive early January 2024.

Council Reports:

Mayor - Road Maintenance (road in and Marine Drive). - No Agreement - Spring

Deputy Mayor – LMRL

Councillor - WUQWTR, Rec Committee, LSREMO

CARRIED

Financial Reports 190/2023 Epp: Coghlan

"THAT the Statement of Financial Activities and Bank Reconciliation for the month of October and

November 2023 be accepted as presented by the Administrator."

**CARRIED** 

Mayor / Administrator

Payment of

191/2023 Coghlan; Epp

Accounts

"THAT the List of Accounts for Approval for the month of December 2023, manual cheques and electronic (DAP/E-Transfer/Online) Cheque No. 116 to 118 - Totally \$11,116.40 and E-Transfer/DAP/Online Totally \$13,329.33: for a Grand Total \$24,445.73 as attached hereto and forming a part of these minutes, be approved for payment."

CARRIED

New Business

Discussion

Marine Drive Road Maintenance - next steps - Grade/Canola in spring

Declined Parcel

Tie Request

"That the Council of the Resort Village of Island View **does not** approve the parcel tie for Lot 26 Block 14, Plan 81R23468- 148 Marine Drive, and Lot 25, Block 14, Plan 81R23468- 150 Marine Drive and would like the resident to apply closer to when the new build across both lots happens in the future. "

#### **DECLINED UNANIMOUSLY**

Revenue Sharing Declaration 192/2023 Epp: Coghlan

"The Council of the Resort Village of Island View confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2022 Audited Financial Statement to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and
  That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of
  Government Relations."

PBI Schedule A

193/2023 Coghlan: Epp

"THAT the Council of the Resort Village of Island View grant the Administrator approval to sign receipt and acknowledge the revised Schedule A issued from Professional Building Inspections, Inc. to apply to the rest of 2023 and including 2024."

WMC

Board of Revision

194/2023 Epp: Coghlan

"That the RESORT VILLAGE OF ISLAND VIEW appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, and Rick Leigh. The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers."

**CARRIED** 

**CARRIED** 

CARRIED

WMC

**Appointments** 

195/2023 Coghlan: Epp

"That the RESORT VILLAGE OF ISLAND VIEW appoints Kristen Tokaryk with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Kristen Tokaryk is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing."

Mayor / Administrator

CARRIED

Bylaw 06/2023 Increase Council 196/2023 Epp: Coghlan

"THAT the Bylaw No. 06/2023, also known as the Bylaw to INCREASE THE SIZE OF COUNCIL FROM THREE TO FIVE COUNCIL MEMBERS, be introduced and read for the second time."

**CARRIED** 

Bylaw 06/2023 Increase Council 197/2023 Coghlan: Epp

"THAT the Bylaw No. 06/2023, also known as the Bylaw to INCREASE THE SIZE OF COUNCIL

FROM THREE TO FIVE COUNCIL MEMBERS, be given three readings at this meeting."

CARRIED

Bylaw 06/2023 Increase Council

198/2023 Epp: Coghlan

"THAT the Bylaw No. 06/2023, also known as the Bylaw to INCREASE THE SIZE OF COUNCIL

FROM THREE TO FIVE COUNCIL MEMBERS, be read a third time and finally adopted."

CARRIED UNANIMOUSLY

In-Camera

Session

199/2023 Epp: Coghlan

"THAT this meeting moves into an in-Camera session as per Clause 120(2)(a) of The Municipalities

Time: 11:35 a.m.

200/2023 Coghlan: Epp

"THAT this meeting be reconvened."

**CARRIED** 

CARRIED

Time: 11:55 a.m.

Administrators

201/2023 Epp: Coghlan

"THAT the Council of the of the Resort Village of Island View, approve the Administrator, Pamela Designation- CAO

Holliday, to be accredited the title of Chief Administrative Officer for the Resort Village of Island

View effective immediately."

CARRIED

Administrators

202/2023 Coghlan: Epp

"THAT the Council of the of the Resort Village of Island View, following the UMAAS Salary Salary

guidelines, approve the Administrator, to be paid at a rate of \$37 per hour for 25 hours per week. Hours exceeding 25 hours per week must be preapproved from council. The rate shall be \$55.50

per hour for time greater than 40 hours per week."

CARRIED

Adjourn

203/2022 Coghlan

"THAT this meeting of the Council of the Resort Village of Island View be adjourned."

**CARRIED** 

Time: 11:57 a.m.

Holliday Administrator

ministrator

#### **CERTIFICATE OF APPOINTMENT**

#### THIS IS TO CERTIFY THAT

Douglas Mulhall	Class 3 Licensed Building Official, Saskatchewan	BOL001
Virginia Shepley	Class 3 Licensed Building Official, Saskatchewan	BOL517
Bobby Baker	R-Class 3 Licensed Building Official, Saskatchewan	BOL552/701
Amanda Kaufmann	Class 2 Licensed Building Official, Saskatchewan	BOL405
Joshua Nitz	R-Class 2 Licensed Building Official, Saskatchewan	BOL785/804
Walter Schroeder	Class 1 Licensed Building Official, Saskatchewan	BOL488
David Kindred	Class 1 Licensed Building Official, Saskatchewan	BOL514
John Dulle	Class 1 Licensed Building Official, Saskatchewan	BOL789
	*	

Residents of the Province of Saskatchewan, who are employed by

PROFESSIONAL BUILDING INSPECTIONS, INC. 5 GREGORY AVENUE EAST – UNIT 5 BOX 517 STN MAIN WHITE CITY, SASKATCHEWAN

HAVE BEEN APPOINTE	D AS LICENSED BUILL	DING OFFICIALS
BY THE COUNCIL OF THEResort	Village of_	Island View
UNDER THE AUTHORITY	OF SUBSECTIONS 16	6(2) AND 16(3) OF
THE CONS	STRUCTION CODES A	СТ
The Municipal Official below is hereby the above noted Licensed Building Offi		Certificates of Appointment for
(MUNICIPAL SEAL)	FUOL	lidley
	Pamela Hollida	ture of Authorized Municipal Official)
AGE OF	(Name	e of Municipal Official – Please Print)
31/2	Administrator	
( 5 (1994 ) 5 )		(Title of Municipal Official)
SE WITH	December 16, 2	
		(Date of Resolution)
	193-2023	

(Resolution Number)

## Resort Village of Island View

### 2024 Committees & Appointments

#### INTERNAL BOARD APPOINTMENTS

DEPUTY MAYORWarren Coghlan
SHORELINE PROTECTION COMMITTEERay Olson
FINANCE COMMITTEEWhole Council
LANDFILL COMMITTEE Warren Coghlan
LAGOON COMMITTEERay Olson
RECREATION BOARDGordon Epp
EXTERNAL BOARD APPOINTMENTS  Emergency Measures Organization (E.M.O. Local & Regional)
Assessor, Treasurer, Tax Collector, Returning Officer
Municipal Solicitor

### **Resort Village of Island View**

#### **BYLAW NO. 06/2023**

#### BYLAW TO CHANGE THE SIZE OF COUNCIL OF THE RESORT VILLAGE OF ISLAND VIEW

#### A BYLAW TO INCREASE THE SIZE OF COUNCIL

The Council of the Resort Village of Island View in the Province of Saskatchewan enacts as follows:

- 1. The number of councillors for the Resort Village of Island View is hereby increased from three to five.
- 2. Effective Date of Bylaw

This bylaw shall come into force and take effect with respect to the general election to be held on July 27, 2024.



Read a third time and adopted this 16th day of December, 2023.

Certified to be a true copy of Bylaw

No. 06/2023 adopted by the Council

of the Resort Village of Island View, on the

\_\_\_\_ day of \_\_\_\_\_\_\_ 2023.

[SEAL]

Mayor

Administrator

#### Resort Village of Island View Affinity Credit Union 3003050, Period Ending 31/10/2023 RECONCILIATION REPORT Reconciled on: 20/11/2023

Any changes made to transactions after this date aren't included in this report.

imary	Amount CAD
Statement beginning balance	\$234,908.72
Cheques and payments cleared	-\$72,615.63
Deposits and other credits cleared	\$24,718.88
Statement ending balance	\$187,011.97
Uncleared transactions as of 31/10/2023	-\$9,664.43
Register balance as of 31/10/2023	\$177,347.54

#### Details

Cheques and payments cleared (31)

oum of Amount Date	Description	Source	Reference	Total
2023-09-		Online	83	-1,712.08
2023 03 30	Munisoft (monthly software lease 288.60)	DAP	Sept	-295.54
	Warren Coghlan (Honorarium and mileage)	Cheque	102	-250.00
	Last Mountain Regional LandFill (Tip Fees)	Cheque	103	-1,875.08
	Pamela Holliday (Wages Aug 16 - Sept 15)	Cheque	107	-3,093.53
	Pam Holliday Expenses (Mileage & Rebar )	Cheque	107	-642.60
	McKercher LLP ( Strasbourg Fire Agreement Dispute)	Cheque	108	-1,332.00
	SK Finance (Ministry of Justice & Attorney General Mediation)	Cheque	105	-226.41
	Sk Command Royal Canadian Legion (Advertising)	Cheque	106	-260.00
	ATS Traffic (SK Gov SGI Traffic Grant)	Cheque	104	-2,087.34
2023-09-		Online	LC08	-8,093.42
2023-03-		DAP	Sept	-157.17
2023-10-		Online	84	-1,366.38
2023-10-20	SaskTel (office phone)	Online	Online	-74.10
	SaskTel (Cell Phone)	Online	ROVB	-24.98
	Sask Power (115 Perch Cr-Shop)	Online	ROV7	-47.84
	Sask Power (Street Lights)	Online	ROV8	-648.43
	Sask Power (Pump)	Online	ROV9	-57.20
	Sask Power (Marine Dr Office)	Online	ROVA	-103.86
	Sask Energy (shop)	Online	ROV6	-94.10
	Mepp - Pension Plan Employer & Employee contribution	Online	QR02	-777.63
	Munisoft (monthly software lease 288.60)	DAP	Oct	-305.25
	Wood River Controls - Office Internet	Etransfer	R2NU	-199.80
	Gordon Epp ( Honorarium)	Etransfer	R3ET	-125.00
	Rasmussen & Co (Road Maintenance Lawyer Opinion)	Etransfer	R6A9	-303.17
	Pamela Holliday (Wages Sept 16 - Oct 15)	Cheque	113	-2,955.03
	Pam Holliday Expenses (Mileage & Stamps/Toner/UMASS Workshop )	Cheque	113	-619.19
	CEBA Affinity Credit Union Loan	Transfer	34FNS	-40,000.00
	Glenn Wilson (Wages Sept 16 - Oct 15)	Etransfer	QV61	-725.57
	Glenn Wilson Truck Allowance - Supplies	Etransfer	QC61	-305.49
	Laura Wilson (Wages Sept 16-Oct 15)Admin	Etransfer	QSRN	-309.87
	PBI - Inspection Fee (Sept 2023)	Etransfer	R1RL	-84.00
2023-10-		DAP	75	-463.57
2023-10-		Etransfer	BD1i7	-3,000.00
Grand Total	27 LPW Vacation ( 221/2) uibbuile contenues (or 2006)	20.0110101		-72,615.63

Pamela Holliday, Administrator

# Resort Village of Island View Affinity Credit Union 3003050, Period Ending 31/10/2023 RECONCILIATION REPORT Reconciled on: 20/11/2023

Uncleared Cheques as of 31/10/2023

Date	PAYEE	CHEQ	Amount (CAD)	
28-Oct-23	Warren Coghlan (Honorarium)	Cheque	109	125.00
28-Oct-23	Last Mountain Regional LandFill (Tip Fees)	Cheque	110	2,244.43
28-Oct-23	R.M. McKillop No. 220 (Custom Work - Road Grading and Gravel)	Cheque	111	2,855.00
28-Oct-23	Priority Accounting Services (Annual Financial Audit)	Cheque	112	4,440.00
Total				9,664.43

# Resort Village of Island View Affinity Credit Union 3003050, Period Ending 30/11/2023 RECONCILIATION REPORT

Reconciled on: 15/12/2023

changes made to transactions after this date aren't included in this report.	
imary	Amount CAD
Statement beginning balance	\$187,011.97
Cheques and payments cleared	-\$30,783.74
Deposits and other credits cleared	\$16,309.96
Statement ending balance	\$172,538.19
Uncleared transactions as of 30/11/2023	-\$1,953.00
Register balance as of 30/11/2023	\$170,585.19

#### Details

Cheques and payments cleared (26)

Sum of Amount	Description	Source	Reference	Total
Date	Description	Cheque	110	-2,244.43
2023-10-28		Cheque	112	-4,440.00
	Priority Accounting Services (Annual Financial Audit)	Cheque	109	-125.00
	Warren Coghlan (Honorarium)	Cheque	111	-2,855.00
	R.M. McKillop No. 220 (Custom Work - Road Grading and Gravel)	DAP	Oct	-207.44
2023-11-01	Global Merchant Debit Machine Fees	Online	85	-1,173.32
2023-11-25		Online	Online	-74.18
	SaskTel (office phone)	Online	RR86N	-24.98
	SaskTel (Cell Phone)	Online	RR86J	-46.76
	Sask Power (115 Perch Cr-Shop)		RR86K	-648.43
	Sask Power (Street Lights)	Online	RR86L	-292.95
	Sask Power (Pump)	Online	RR86M	-82.76
7	Sask Power (Marine Dr Office)		RR86I	-119.12
)	Sask Energy (shop)	Online		-659.18
	Mepp - Pension Plan Employer & Employee contribution	Online	RR3G3	-305.25
	Munisoft (monthly software lease 288.60)	DAP	Nov	-99.90
	Wood River Controls - Office Internet	Etransfer	RR3B7	
	Gordon Epp ( Honorarium)	Etransfer	RR22G	-125.00
	Glenn Wilson Truck Allowance - Supplies	Etransfer	RR6M0	-263.10
	PBI - Inspection Fee (August 2023)	Etransfer	RR1G4	-168.00
	Turner Transport Ltd (Delivery of SeaCan to Shop from S'toon)	Etransfer	AASS	-1,995.00
	PBR Auctions (53ft Sea Container for Shop) 2nd payment	Etransfer	4LEE	-2,011.64
	Rasmussen & Co (Road Maintenance Lawyer Review and Reply)	Etransfer	RR552	-224.08
	Pamela Holliday (Wages Oct 16 - Nov 15)	Etransfer	RR30F	-2,563.95
	Pam Holliday Expenses (Mileage )	Etransfer	RR30F	-81.25
	Glenn Wilson (Wages Oct 16 - Nov 15)	Etransfer	RR6M0	-321.58
	Laura Wilson (Wages Oct 16-Nov 15)Admin	Etransfer	RR74F	-309.87
	Laura Wilson (Wages Oct 16-Nov 15)Maintenance	Etransfer	RR74F	-32.78
2023-11-04	SETS - Oct 2023 (Saskatchewan Education Property Tax)	Online	HR87U	-8,825.22
2023-11-30	Kubota	DAP	76	-463.57

Pamela Holliday, Administrator

Presented to Council on December 16, 2023

Mayor

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Uncleared Cheques as of 30/11/2023

Date	PAYEE	CHEQU	Amount (CAD)	
	Last Mountain Regional LandFill (Tip Fees)	Cheque	114	1,288.58
25-Nov-23	Cindy Desiarlais (Cleaning Hours Summer and Gloves )	Cheque	115	664.42
Total				1,953.00

# Resort Village of Island View Account Payables for November 2023

DATE	Payment Type		PAYABLE TO	AMOUNT
01-Nov-23	DAP	Oct	Global Merchant Debit Machine Fees	207.44
25-Nov-23	Etransfer		Gordon Epp ( Honorarium)	125.00
25-Nov-23	Etransfer		PBI - Inspection Fee (August 2023)	168.00
25-Nov-23	Cheque	114	Last Mountain Regional LandFill (Tip Fees)	1,288.58
25-Nov-23	Etransfer	AASS	Turner Transport Ltd (Delivery of SeaCan to Shop from S'toon)	1,995.00
25-Nov-23	Etransfer	4LEE	PBR Auctions (53ft Sea Container for Shop) 2nd payment	2,011.64
31-Oct-23	Etransfer	B117	PBR Auctions (53ft Sea Container for Shop) 1st payment	3,000.00
25-Nov-23	Etransfer		Rasmussen & Co (Road Maintenance Lawyer Review and Reply)	224.08
25-Nov-23	Etransfer		Pamela Holliday (Wages Oct 16 - Nov 15)	2,563.95
25-Nov-23	Etransfer		Pam Holliday Expenses (Mileage )	81.25
25-Nov-23	Cheque	115	Cindy Desjarlais (Cleaning Hours Summer and Gloves )	664.42
25-Nov-23	Etransfer		Glenn Wilson (Wages Oct 16 - Nov 15)	321.58
25-Nov-23	Etransfer		Glenn Wilson Truck Allowance - Supplies	263.10
25-Nov-23	Etransfer		Laura Wilson (Wages Oct 16-Nov 15)Admin	309.87
25-Nov-23	Etransfer		Laura Wilson (Wages Oct 16-Nov 15)Maintenance	32.78
04-Nov-23	Online		SETS - Oct 2023 (Saskatchewan Education Property Tax)	8,825.22
25-Nov-23	Online		Mepp - Pension Plan Employer & Employee contribution	659.18
25-Nov-23	DAP	Nov	Munisoft (monthly software lease 288.60)	305.25
25-Nov-23	Etransfer		Wood River Controls - Office Internet	99.90
25-Nov-23	Online		CRA - Source Deductions	1,173.32
25-Nov-23	Online		SaskTel (Cell Phone)	24.98
25-Nov-23	Online		Sask Power (115 Perch Cr-Shop)	46.76
25-Nov-23	Online		Sask Power (Street Lights)	648.43
25-Nov-23	Online		Sask Power (Pump)	292.95
25-Nov-23	Online		Sask Power (Marine Dr Office)	82.76
25-Nov-23	Online		Sask Energy (shop)	119.12
25-Nov-23	Online		SaskTel (office phone)	74.18
30-Nov-23	DAP	76	Kubota	463.57
				26,072.31

Presented to Council on November 25, 2023

PHOLLIday Mund

# Resort Village of Island View Account Payables for December 2023

DATE	Payment Type	18.4	PAYABLE TO	AMOUNT
01-Dec-23	DAP	Nov	Global Merchant Debit Machine Fees	354.53
16-Dec-23	Cheque	116	Warren Coghlan (Honorarium)	125.00
16-Dec-23	Etransfer		PBI - Inspection Fee (October & November 2023)	1,404.90
16-Dec-23	Etransfer		Manz Electirc Ltd (Invoice 2081 - Kitchen emergency light, etc.)	513.68
16-Dec-23	Etransfer		D Uhl (Septic Tank Pump Out)	110.00
31-Dec-23	Cheque	117	SK Public Safety Agency Dispatch - Minister Finance	281.40
31-Dec-23	Cheque	118	AON Canada Inc - SUMAssure (Dec 31 2023 to Dec 2024)	10,710.00
31-Dec-23	Etransfer		Western Municipal consulting (Board of Revision 2024 Fee)	262.50
16-Dec-23	Etransfer		Pamela Holliday (Wages Nov 16 - Dec 15)	2,814.25
16-Dec-23	Etransfer		Pamela Holliday (Expenses - Mileage Nov 16 - Dec 15)	41.60
16-Dec-23	Etransfer		Glenn Wilson (Wages Nov 16 - Dec 15)	312.36
16-Dec-23	Etransfer		Glenn Wilson Truck Allowance - Supplies	283.99
16-Dec-23	Etransfer		Laura Wilson (Wages Nov 16-Dec 15)Admin	307.47
16-Dec-23	Online	04SED	SETS - Nov 2023 (Saskatchewan Education Property Tax)	2,994.03
16-Dec-23	Online		Mepp - Pension Plan Employer & Employee contribution	729.65
16-Dec-23	DAP	Dec	Munisoft (monthly software lease 288.60)	305.25
16-Dec-23	Etransfer		Wood River Controls - Office Internet	99.90
16-Dec-23	Online		CRA - Source Deductions	1,223.75
16-Dec-23	Online		SaskTel (Cell Phone)	24.98
16-Dec-23	Online		Sask Power (115 Perch Cr-Shop)	57.95
16-Dec-23	Online		Sask Power (Street Lights)	648.43
16-Dec-23	Online		Sask Power (Pump)	48.28
16-Dec-23	Online		Sask Power (Marine Dr Office)	112.73
16-Dec-23	Online		Sask Energy (shop)	141.57
16-Dec-23	Online		SaskTel (office phone)	73.96
30-Dec-23	DAP	77	Kubota	463.57
SHAPE SAN				24,445.73

Presented to Council on December 16, 2023

CAO / MAYOR