

Minutes of a Regular Meeting of
Council of the District of Katepwa
Held on December 8, 2015 in the Katepwa Center

Present:

Mayor – Rick Pattison
Councillor Ward 1 – Murray Penny
Councillor Ward 1 – Dawne Zahorski
Councillor Ward 2 – Darwin Chatterson
Councillor Ward 2 – Michael Alport
Councillor Ward 2 – Dwight Fisher
Councillor Ward 3 – Dave Thauberger
Councillor Ward 3 – Nathan Hollick

Administrator – Gail E. Sloan (Absent)
Assistant Administrator – Mary Lynn Paquette

CALL TO ORDER

A quorum being present Mayor Pattison called the meeting to order at 7:00 pm.

OPEN SESSION

Rick Holmes spoke about fire protection equipment and asked what equipment we have in the EMO trailer, Councillor Fisher explained. Rick Holmes also expressed interest in volunteering as a First Responder and he had concerns about training and had asked that we consider the information he had on First Responder Training. Councillor Fisher said he would speak to Cal Knowles about future training.

MINUTES

256/2015 **THAUBERGER-** THAT the minutes of the regular meeting of Council held on November 10, 2015 be approved as circulated.

Carried.

ACCOUNTS

257/2015 **CHATTERSON-** THAT cheque No. 2625 to No. 2663 and November Payroll totaling \$ 46,724.75 be approved, as presented at this meeting.

Carried.

STATEMENT OF RECEIPTS AND PAYMENTS

258/2015 **CHATTERSON -** THAT the Statement of Financial Activities for the month of November be approved, as circulated.

Carried.

BANK RECONCILIATION

259/2015 **ALPORT -** THAT the Bank Reconciliation for the month of November be approved, as circulated.

Carried.



COMMITTEE REPORTS

Mayor Rick Pattison- Verbal – Dept. of Hwys, Berry Hills, Internet, Quill Lake, CLPD amalgamation meeting in January.

Councillor Dwight Fisher – No Report

Councillor Murray Penny – Verbal – Dogwood Ave Lake Access

Councillor David Thauberger – Signage at Breese Park

Councillor Mike Alport – Verbal - Berry Hills, Landfill

Councillor Dawne Zahorski – Verbal - Newsletter

Councillor Darwin Chatterson – No Report

Councillor Nathan Hollick – Verbal – Berry Hills, Landfill

Staff Reports

Administrator – Written Report (Informational)

Assistant Administrator- No report

Maintenance Foreman Report – No Report

260/2015 FISHER - THAT we do accept the Reports as presented.

Carried.

261/2015 TAX CERTIFICATE BYLAW NO. 2015-05
PENNY - THAT Bylaw No. 2015-05 being a bylaw to establish assessment and taxation information fees be read a first time.

Carried.

262/2015 THAUBERGER - THAT Bylaw No. 2015-05 being a bylaw to establish assessment and taxation information fees be read a second time.

Carried.

263/2015 HOLLICK - THAT as per section 103(4) of *The Municipalities Act*, Bylaw No. 2015-05 be given three readings at this meeting.

Carried Unanimously

264/2015 FISHER - THAT Bylaw No. 2015-05 being a bylaw to establish assessment and taxation information fees be given third and final reading.

Carried.

265/2015 MUNICIPAL EMPLOYEE CODE OF CONDUCT
ALPORT - THAT in accordance with section 111 of *The Municipalities Act* we do adopt the Municipal Employee Code of Conduct Policy # 2015-01 attached to and forming part of these minutes.

Carried.



- 266/2015** **PROCEDURE BYLAW NO. 2015-06**
CHATTERSON - THAT Bylaw No. 2015-06 being a bylaw to regulate the proceeding of municipal council and council's committees be read a first time.
- Carried**
- 267/2015** **PENNY** - THAT Bylaw No. 2015-06 being a bylaw to regulate the proceeding of municipal council and council's committees be read a second time.
- Carried.**
- 268/2015** **THAUBERGER** - THAT as per section 103(4) of *The Municipalities Act*, Bylaw No. 2015-06 be given three readings at this meeting.
- Carried Unanimously**
- 269/2015** **ALPORT** - THAT Bylaw No. 2015-06 being a bylaw to regulate the proceeding of municipal council and council's committees be given third and final reading.
- Carried.**
- 270/2015** **SAMA CONFIRMATION OF 2015 ASSESSMENT**
CHATTERSON - THAT in accordance with section 258 of *The Municipalities Act* we do acknowledge the 2015 SAMA Confirmation of Assessment in the amount of \$207,841,500.
- Carried.**
- 271/2015** **REGISTRATION FOR SUMA CONVENTION**
HOLICK - THAT we do authorize Councillors Chatterson & Fisher and the Assistant Administrator to attend the annual SUMA Convention being held in Regina at the Queensbury Convention Centre on Sunday January 31 to Wednesday February 3, 2016 and further THAT Councillor Chatterson be appointed as voting delegate of the 2016 SUMA Convention.
- Carried.**
- 272/2015** **TAXENFORCEMENT – REQUEST FOR TITLE**
CHATTERSON - THAT TAXervice, on behalf of the Resort Village of District of Katepwa, be authorized to proceed under the Tax Enforcement Act to acquire title for the described land: Lot A-Blk/Par 1-Plan EY4410 Ext 0, Title No. 107929918
- Carried**



273/2015 BOAT DOCK – MUNICIPAL RIGHT OF WAY
ALPORT – THAT we do not permit any boat docks or vessels to be placed on Lakefront Municipal Right of Way unless authorized or permitted by Council.

Carried

274/2015 CORRESPONDENCE
ALPORT – THAT we do acknowledge the following correspondence:

- Calling Lakes - October 27 Minutes
- Ministry of Government Relations Re: Bill 186
- UMAAS December Newsletter
- SUMA Update

Carried.

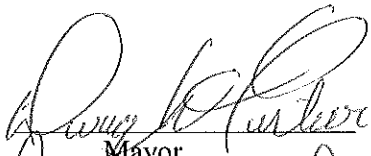

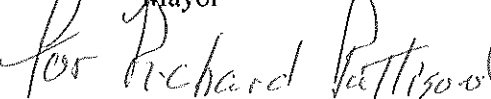
275/2015 COMMISSIONAIRES – BYLAW ENFORCEMENT
ALPORT - THAT we do hire the Commissionaires on an as needed basis.

Carried

Next Meeting: - January 19, 2016 at 7:00 pm – Katepwa Center
Public Hearing: – January 19, 2016 at 8:00 pm – Katepwa Center

276/2015 ADJOURNMENT
ALPORT - THAT this meeting adjourns at 9:30 pm.

Carried.


Mayor

Administrator

for Richard Pattison

Report Date
08/01/2016 9:43 AM

District of Katepwa
List of Accounts for Approval
As of 31/12/2015
Batch: 2015-00090 to 2015-00093

Page 1

Payment #	Date	Vendor Name	Reference	Payment Amount
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Bank Code: Bank1 - Main Demand

Computer Cheques:

2664	23/12/2015	MIKE ALPORT	Cncl mtgs July-Dec 8 mtgs	2,800.00
2665	23/12/2015	DARWIN CHATTERSON	Cncl mtgs July-Dec 8mtgs	2,145.00
2666	23/12/2015	DWIGHT FISHER	Cncl mtg July-Dec 6 mtgs	2,306.00
2667	23/12/2015	Nathan Hollick	Cncl mtgs July-Dec 5mtgs	1,000.00
2668	23/12/2015	Rick Pattison	Cncl mtgs July-Dec 6 mtgs	1,350.00
2669	23/12/2015	MURRAY PENNY	Cncl mtgs July-Dec 7 mtgs	2,760.00
2670	23/12/2015	DAVID THAUBERGER	Cncl mtgs July-Dec 8 mtgs	2,400.00
2671	23/12/2015	DAWNE ZAHORSKI	Cncl mtgs July-Dec 6mtgs	1,800.00
2672	31/12/2015	BERNARD BEHNKE	Repairs to chlorinator	77.39
2673	31/12/2015	CANADA REVENUE AGENCY	Payroll Deductions-Dec 2015	2,682.10
2674	31/12/2015	MEPP	MEPP December	1,636.10
2675	31/12/2015	DAWNE OBLEMAN	Dec Pay 9 hrs @25.00	225.00
2676	31/12/2015	MARY LYNN PAQUETTE	December Expenses	152.50
2677	31/12/2015	Gail Sloan	December Expenses	18.80
2678	31/12/2015	Jerry Stremick	Payroll Dec \$20.x 16hrs	320.00
2679	31/12/2015	SUMA	Benefits, LTD, STD December	1,005.42
2680	31/12/2015	SHELLEY BERGQUIST	Cleaning Office & Library	80.00
2681	31/12/2015	CORRLINE SERVICES LTD	Sandbags pallets hauled	1,575.00
2682	31/12/2015	CUETS Financial	Queens printer & norton securi	1,887.18
2683	31/12/2015	Grasslands News Group	CAO ad Nov 20 2015	458.64
2684	31/12/2015	H AND L AUTOMOTIVE	Oil change 2012 truck	140.99
2685	31/12/2015	INDIAN HEAD WOLSELEY NEWS	Public notice Nov26,Dec3	976.50
2686	31/12/2015	JACKSON BROS BOBCAT SERVICE	12 yds salt sand delivered	315.00
2687	31/12/2015	Katepwa Lake Trans Canada Trai	Donation - Dorothy Chatterson	30.00
2688	31/12/2015	LORAAS DISPOSAL	recycle bins 2.50 MT Dec	2,087.80
2689	31/12/2015	MPE ENGINEERING LTD	Landfill design16 hrs	15,600.38
2690	31/12/2015	MUNISOFT MUNICIPAL SOFTWARE	Webinar Year End	88.00
2691	31/12/2015	Norton Septic	office & library pumpouts	57.00
2692	31/12/2015	PRAIRIE VALLEY SCHOOL DIVISION	Collections- December 2015	22,182.01
2693	31/12/2015	PRAIRIE MAPPING INDUSTRIES LTI	Urban updates zoning maps	811.43
2694	31/12/2015	RM OF NORTH QU'APPELLE	Katepwa xmas dinner	595.20
2695	31/12/2015	SaskEnergy	41 Elm St Natural Gas	131.89
2696	31/12/2015	SASKPOWER	KTPWA - Dumpyard Nov 23	2,698.62
2697	31/12/2015	SaskTel	Village office landline Nov28	289.41
2698	31/12/2015	SUCCESS OFFICE SYSTEMS	copier maint agreement	170.20
2699	31/12/2015	SUMA	Office supplies	1,296.49
2700	31/12/2015	TOWN & COUNTRY BUILDING INS	File # 15720 Englot	110.25
2701	31/12/2015	WHITING VENTURES LTD.	District Christmas Lights	367.50

Other:

20153112	31/12/2015	BERNARD BEHNKE	Payroll December 2015	919.34
20153112	31/12/2015	MARY LYNN PAQUETTE	Payroll - December	2,676.25
0153112	31/12/2015	Gail Sloan	Payroll-December	4,173.69

Total for Bank1: 82,397.08



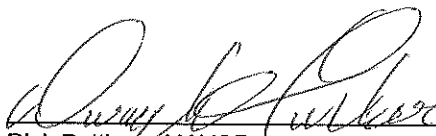
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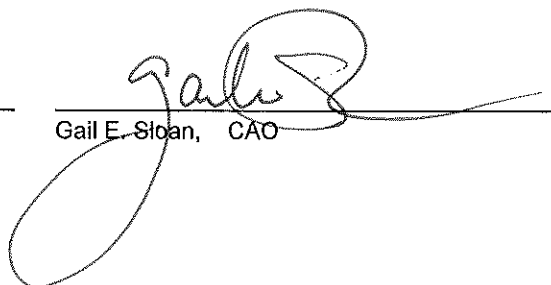
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Certified Correct This January 19, 2016


Rick Pattison, MAYOR


Gail E. Sloan, CAO

Report Date
14/12/2015 3:27 PM

District of Katepwa
List of Accounts for Approval
As of 04/12/2015
Batch: 2015-00084 to 2015-00088

Page 1

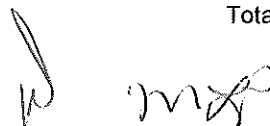
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2627	27/11/2015	MEPP	MEPP November	1,636.10
2628	27/11/2015	DAWNE OBLEMAN	Nov Pay 11.5 hrs @25.00	287.50
2629	27/11/2015	MARY LYNN PAQUETTE	November Expenses	491.76
2630	27/11/2015	Gail Sloan	August Expenses	117.00
2631	27/11/2015	Gail Sloan	November Expenses	420.20
2632	27/11/2015	Jerry Stremick	Mileage	573.50
2633	27/11/2015	SUMA	Benefits, LTD, STD November	1,005.42
2634	30/11/2015	SHELLEY BERGQUIST	Door Mat	141.97
2635	30/11/2015	CanWan.com Communications Inc.	internet library & office	93.50
2636	30/11/2015	Commissionaires South Sask Div	Bylaw Officer Nov. 16 hrs	739.20
2637	30/11/2015	COREY'S EXCAVATING	Garbage Contract November	3,190.48
2638	30/11/2015	JACKSON BROS BOBCAT SERVICE	Breese Park 24yds stone	882.00
2639	30/11/2015	LORAAS DISPOSAL	recycle bins 2.77 MT Oct.	2,086.37
2640	30/11/2015	MAINLINE INSURANCE BROKERS	commercial auto policy	513.00
2641	30/11/2015	JAKE MEYER	November Contract	500.00
2642	30/11/2015	COLLEEN MEYER	New book purchases	1,613.29
2643	30/11/2015	MUNISOFT MUNICIPAL SOFTWARE	MUNISOFT supplies	1,659.97
2644	30/11/2015	Norton Septic	office & library pumpouts	114.00
2645	30/11/2015	PC PLACE	2 year Lexmark Toner	632.50
2646	30/11/2015	PRAIRIE VALLEY SCHOOL DIVISION	Collections- Nov 2015	704.23
2647	30/11/2015	SaskEnergy	41 Elm St Natural Gas	168.48
2648	30/11/2015	SASKPOWER	345 Edwyn St/Sandy Beach Off	2,481.60
2649	30/11/2015	SaskTel	Village office landline Nov.	325.21
2650	30/11/2015	SUMA	CAO Career Posting	315.00
2651	30/11/2015	TAXervice	Tax Lien Roll # 138	876.48
2652	30/11/2015	TOWN & COUNTRY BUILDING INS	File # 15728 Banbury	78.75
2653	04/12/2015	CanWan.com Communications Inc.	internet	148.50
2654	04/12/2015	COREY'S EXCAVATING	garbage contract December	3,190.48
2655	04/12/2015	KATEPWA BEACH RESORT HOTEL	Xmas Gift Cert \$150 each	450.00
2656	04/12/2015	LORAAS DISPOSAL	Recycle Bins Nov 1.31MT	1,304.36
2657	04/12/2015	MC3 RESOURCES INC	Road Slump S. Katepwa	2,570.82
2658	04/12/2015	JAKE MEYER	Contract - December 15	500.00
2659	04/12/2015	MPE ENGINEERING LTD	Landfill Design & Op Plan	4,329.15
2660	04/12/2015	MUNISOFT MUNICIPAL SOFTWARE	Munisoft Webinar	88.00
2661	04/12/2015	RAPID LAWN HYDROSEEDING	Road Slump S. Katepwa	1,575.00
2662	04/12/2015	Sherwood Co-op Home Centre	Maintenance supplies	87.65
2663	04/12/2015	TOWN & COUNTRY BUILDING INS	File # 7732 Jeske	220.50
Other:				
20151130	30/11/2015	Gail Sloan	Payroll-November	4,173.69
20151130	30/11/2015	BERNARD BEHNKE	Payroll November 2015	919.34
20151130	30/11/2015	MARY LYNN PAQUETTE	Payroll - November	2,676.25

Total for Bank1: 46,724.75




Report Date
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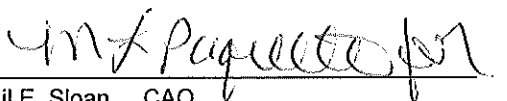
District of Katepwa
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As of 04/12/2015
Batch: 2015-00084 to 2015-00088

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Certified Correct This December 8, 2015


Rick Pattison, MAYOR


Gail E. Sloan, CAO

Report Date
01/12/2015 11:42 AM

District of Katepwa
Statement of Financial Activities - Detailed
For the Period Ending 30/11/2015

Page 1

	Current	Year To Date	Budget	Variance	%
REVENUES					
TAXATION					
Municipal Taxes					
410-110-100 - General Municipal Levy		1,316,468.76	1,323,100.00	(6,631.24)	0.50-
410-120-100 - Abatements and Adjustments		(1,453.04)	(3,650.00)	2,196.96	60.19
410-130-100 - Discount on Municipal Tax - Property		(186,824.49)	(196,200.00)	9,375.51	4.78
	0.00	1,128,191.23	1,123,250.00	4,941.23	0.44
Trailer License Fees					
410-300-100 - Trailer License Fees		18,225.00	19,000.00	(775.00)	4.08-
	0.00	18,225.00	19,000.00	(775.00)	4.08-
Penalties on Tax Arrears					
410-400-210 - Penalty on Mun Taxes Arrears - Proper		6,873.21	6,230.00	643.21	10.32
	0.00	6,873.21	6,230.00	643.21	10.32
TOTAL TAXATION:	0.00	1,153,289.44	1,148,480.00	4,809.44	0.42
FEES AND CHARGES					
Custom Work					
420-100-115 - F&C - Custom Work - Rental - Maint St	300.00	3,000.00	3,600.00	(600.00)	16.67-
420-100-130 - F&C - Custom Work - Tax Enforcement	834.75	1,544.69	2,510.00	(965.31)	38.46-
	1,134.75	4,544.69	6,110.00	(1,565.31)	25.62-
Sale of Supplies and Gravel					
420-200-210 - F&C - Sale of Supplies - Misc.		796.89		796.89	
420-200-600 - F&C - Webpage		500.00	420.00	80.00	19.05
420-200-900 - F&C - Advertising - Tourism		1,700.00		1,700.00	
	0.00	2,996.89	420.00	2,576.89	613.55
Policing and Fire Fees					
420-400-110 - F&C - Policing Fees - Fines (Bylaw)		25.00		25.00	
	0.00	25.00	0.00	25.00	0.00
Recreation Fees					
Recreation - Other					
420-530-200 - F&C - Katepwa Center	170.00	2,705.90	3,500.00	(794.10)	22.69-
	170.00	2,705.90	3,500.00	(794.10)	22.69-
	170.00	2,705.90	3,500.00	(794.10)	22.69-
Licenses and Permits					
420-710-100 - F&C - Building & Development Permits	4,373.78	17,020.35	16,500.00	520.35	3.15
	4,373.78	17,020.35	16,500.00	520.35	3.15
Other					
Tax Certificate					
420-800-100 - F&C - Tax Certificate	10.00	290.00	240.00	50.00	20.83
	10.00	290.00	240.00	50.00	20.83
General Office Services Provided					
420-800-200 - F&C - General Office Services Provided		45.01	500.00	(454.99)	91.00-
420-800-220 - F&C - Appeal Fees		150.00		150.00	

District of Katepwa
Statement of Financial Activities - Detailed
For the Period Ending 30/11/2015

	Current	Year To Date	Budget	Variance	%
	0.00	195.01	500.00	(304.99)	61.00-
Landfill/Waste Collection Fees					
420-850-110 - F&C - Landfill Fees	1,948.60	13,235.30	12,000.00	1,235.30	10.29
420-850-130 - F&C - Household Tags		100.00	200.00	(100.00)	50.00-
	1,948.60	13,335.30	12,200.00	1,135.30	9.31
	1,958.60	13,820.31	12,940.00	880.31	6.80
TOTAL FEES AND CHARGES:	7,637.13	41,113.14	39,470.00	1,643.14	4.16
MAINTENANCE AND DEVELOPMENT CHARGES					
Development Charges					
430-200-100 - M&D - Development Charges		45,000.00	39,000.00	6,000.00	15.38
	0.00	45,000.00	39,000.00	6,000.00	15.38
TOTAL MAINTENANCE AND DEVELOPMENT	0.00	45,000.00	39,000.00	6,000.00	15.38
UTILITIES					
Sewer					
440-220-100 - Sewer - Charges- Campground Lagoor		36,450.00	36,450.00		
	0.00	36,450.00	36,450.00	0.00	0.00
TOTAL UTILITIES:	0.00	36,450.00	36,450.00	0.00	0.00
UNCONDITIONAL TRANSFERS					
Unconditional Transfers					
450-110-100 - Unconditional - (Revenue Sharing)		92,338.00	89,440.00	2,898.00	3.24
	0.00	92,338.00	89,440.00	2,898.00	3.24
TOTAL UNCONDITIONAL TRANSFERS:	0.00	92,338.00	89,440.00	2,898.00	3.24
CONDITIONAL GRANTS					
Federal					
450-230-100 - Conditional - Federal - Student Emp	1,005.00	1,005.00		1,005.00	
450-240-100 - Conditional - Federal - Other		22,890.40	22,850.00	40.40	0.18
	1,005.00	23,895.40	22,850.00	1,045.40	4.58
Local					
450-430-150 - Conditional - Local - Equipment		6,041.42		6,041.42	
	0.00	6,041.42	0.00	6,041.42	0.00
TOTAL CONDITIONAL GRANTS:	1,005.00	29,936.82	22,850.00	7,086.82	31.01
GRANTS IN LIEU OF TAXES					
Provincial					
450-650-100 - GIL - Prov - Sask Tel		1,250.00	1,230.00	20.00	1.63
	0.00	1,250.00	1,230.00	20.00	1.63
Other					
450-800-100 - GIL - Other - SPC Surcharge	2,863.37	33,281.00	36,200.00	(2,919.00)	8.06-
	2,863.37	33,281.00	36,200.00	(2,919.00)	8.06-

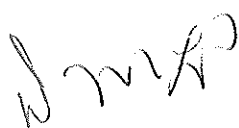
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Report Date
01/12/2015 11:42 AM

District of Katepwa
Statement of Financial Activities - Detailed
For the Period Ending 30/11/2015

Page 3

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
TOTAL GRANTS IN LIEU OF TAXES:	2,863.37	34,531.00	37,430.00	(2,899.00)	7.75-
INVESTMENT INCOME AND COMMISSIONS					
Investment and Income Revenue					
470-100-100 - Interest Revenue	1,235.77	13,654.76	10,710.00	2,944.76	27.50
	<u>1,235.77</u>	<u>13,654.76</u>	<u>10,710.00</u>	<u>2,944.76</u>	<u>27.50</u>
TOTAL INVESTMENT INCOME AND COMMIS	1,235.77	13,654.76	10,710.00	2,944.76	27.50
OTHER REVENUES					
Other Revenue					
480-100-100 - Sask Lotteries	3,784.00	3,784.00	3,800.00	(16.00)	0.42-
480-130-100 - Canada Day Donations		3,815.00		3,815.00	
	<u>3,784.00</u>	<u>7,599.00</u>	<u>3,800.00</u>	<u>3,799.00</u>	<u>99.97</u>
TOTAL OTHER REVENUES:	3,784.00	7,599.00	3,800.00	3,799.00	99.97
TOTAL REVENUES:	16,525.27	1,453,912.16	1,427,630.00	26,282.16	1.84



Report Date
11/12/2015 11:46 AM

District of Katepwa
List of Accounts for Approval
As of 01/12/2015
Batch: 2015-00084 to 2015-00085

Page 1

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Bank Code: Bank1 - Main Demand

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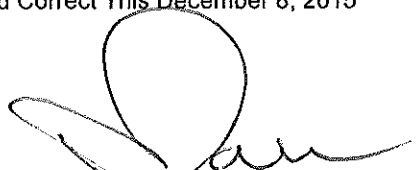
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2630	27/11/2015	Gail Sloan	August Expenses	117.00
2631	27/11/2015	Gail Sloan	November Expenses	420.20
2632	27/11/2015	Jerry Stremick	Mileage	573.50
2633	27/11/2015	SUMA	Benefits, LTD, STD November	1,005.42
2634	30/11/2015	SHELLEY BERGQUIST	Door Mat	141.97
2635	30/11/2015	CanWan.com Communications Inc.	internet library & office	93.50
2636	30/11/2015	Commissionaires South Sask Div	Bylaw Officer Nov. 16 hrs	739.20
2637	30/11/2015	COREY'S EXCAVATING	Garbage Contract November	3,190.48
2638	30/11/2015	JACKSON BROS BOBCAT SERVICE	Breese Park 24yds stone	882.00
2639	30/11/2015	LORAAS DISPOSAL	recycle bins 2.77 MT Oct.	2,086.37
2640	30/11/2015	MAINLINE INSURANCE BROKERS	commercial auto policy	513.00
2641	30/11/2015	JAKE MEYER	November Contract	500.00
2642	30/11/2015	COLLEEN MEYER	New book purchases	1,613.29
2643	30/11/2015	MUNISOFT MUNICIPAL SOFTWARE	MUNISOFT supplies	1,659.97
2644	30/11/2015	Norton Septic	office & library pumpouts	114.00
2645	30/11/2015	PC PLACE	2 year Lexmark Toner	632.50
2646	30/11/2015	PRAIRIE VALLEY SCHOOL DIVISION	Collections- Nov 2015	704.23
2647	30/11/2015	SaskEnergy	41 Elm St Natural Gas	168.48
2648	30/11/2015	SASKPOWER	345 Edwyn St/Sandy Beach Off	2,481.60
2649	30/11/2015	SaskTel	Village office landline Nov.	325.21
2650	30/11/2015	SUMA	CAO Career Posting	315.00
2651	30/11/2015	TAXservice	Tax Lien Roll # 138	876.48
2652	30/11/2015	TOWN & COUNTRY BUILDING INS	File # 15728 Banbury	78.75

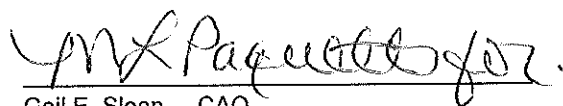
Other:

20151130	30/11/2015	Gail Sloan	Payroll-November	4,173.69
20151130	30/11/2015	BERNARD BEHNKE	Payroll November 2015	919.34
20151130	30/11/2015	MARY LYNN PAQUETTE	Payroll - November	2,676.25

Total for Bank1: 32,260.29

Certified Correct This December 8, 2015


Rick Pattison, MAYOR


Gail E. Sloan, CAO

District of Katepwa
Statement of Financial Activities - Detailed
For the Period Ending 30/11/2015

	Current	Year To Date	Budget	Variance	%
EXPENDITURES					
GENERAL GOVERNMENT SERVICES					
Wages & Benefits					
Wages					
510-110-110 - GG - Council - Indemnity		13,235.00	32,500.00	19,265.00	59.28
	0.00	13,235.00	32,500.00	19,265.00	59.28
510-110-140 - GG - Council - Indemnity Committee		4,930.00	4,800.00	(130.00)	2.71-
510-110-230 - GG - Salaries - Administrator	6,094.17	66,680.87	73,000.00	6,319.13	8.66
510-110-330 - GG - Salaries - Assistant	3,943.34	44,445.10	49,000.00	4,554.90	9.30
510-110-530 - GG - Salaries - Other		3,323.20		(3,323.20)	
	10,037.51	132,614.17	159,300.00	26,685.83	16.75
Benefits					
510-130-230 - GG - Benefits - Health & Dental	472.27	5,090.97	9,500.00	4,409.03	46.41
510-130-231 - GG - Benefits - CPP	180.76	4,716.17	3,300.00	(1,416.17)	42.91-
510-130-232 - GG - Benefits - EI	103.78	2,641.15	1,830.00	(811.15)	44.33-
510-130-233 - GG - Benefits - MEPP	818.05	8,969.63	10,080.00	1,110.37	11.02
510-130-234 - GG - Benefits - Worker Compensation		(219.62)	1,070.00	1,289.62	120.53
510-130-235 - GG - Benefits - LTD & STD	645.96	645.96	690.00	44.04	6.38
	2,220.82	21,844.26	26,470.00	4,625.74	17.48
	12,258.33	154,458.43	185,770.00	31,311.57	16.86
Professional/Contract Services					
510-200-110 - GG - Cont. - Legal		7,585.05	10,000.00	2,414.95	24.15
510-200-120 - GG - Cont - Admin(Office Staff)	287.50	4,399.50	6,000.00	1,600.50	26.68
510-200-130 - GG - Cont. - Audit/Accounting		8,925.00	8,400.00	(525.00)	6.25-
510-200-150 - GG - Cont. - Assessment - SAMA		19,497.00	19,500.00	3.00	0.02
510-200-170 - GG - Cont. - Advertising	828.99	5,737.32	2,000.00	(3,737.32)	186.87-
510-200-200 - GG - Cont. - Printing Maps			2,000.00	2,000.00	100.00
510-210-100 - GG - Council Travel		5,692.08	9,710.00	4,017.92	41.38
510-210-150 - GG - Council - SUMA Convention		5,497.15	4,300.00	(1,197.15)	27.84-
510-210-170 - GG - Admin. - Training, Travel & Meals	266.00	4,485.96	5,500.00	1,014.04	18.44
510-220-100 - GG - Cont. - Office Caretaking	60.00	535.82	500.00	(35.82)	7.16-
510-230-100 - GG - Cont. - Insurance - General & Bor		5,746.00	6,000.00	254.00	4.23
510-240-100 - GG - Cont. - Memberships & Subscripti		2,388.71	2,500.00	111.29	4.45
510-240-150 - GG - Cont. - Computer Software	1,893.87	4,884.82	4,000.00	(884.82)	22.12-
510-250-100 - GG - Cont. - Web Design		3,974.51	5,000.00	1,025.49	20.51
510-260-100 - GG - Cont. - Tax Enforcement/Collectic	886.69	1,394.70	1,470.00	75.30	5.12
510-260-150 - GG - Cont. - Elections		1,398.94		(1,398.94)	
510-270-150 - GG - Cont. - Photocopier	710.21	2,927.04	4,000.00	1,072.96	26.82
510-280-130 - GG - Cont. - Land Surveys & Assessm		1,000.00	1,500.00	500.00	33.33
510-280-150 - GG - Cont. - ISC Fees		3,000.00	3,000.00		
510-290-100 - GG - Cont. - Bank Charges	65.75	1,025.08	3,000.00	1,974.92	65.83
	4,999.01	90,094.68	98,380.00	8,285.32	8.42
Utilities					
510-300-120 - GG - Utility - Power/Gas	53.48	521.09	1,300.00	778.91	59.92
510-300-130 - GG - Utility - Water/Sewer	108.58	542.76	650.00	107.24	16.50
510-300-140 - GG - Utility - Telephone	255.34	2,717.74	4,300.00	1,582.26	36.80
510-300-150 - GG - Utilities - Other			3,500.00	3,500.00	100.00

District of Katepwa
Statement of Financial Activities - Detailed
For the Period Ending 30/11/2015

	Current	Year To Date	Budget	Variance	%
	417.40	3,781.59	9,750.00	5,968.41	61.21
Maintenance, Material and Supplies					
510-400-110 - GG - Maint. - Postage	500.00	1,652.22	5,000.00	3,347.78	66.96
510-410-140 - GG - Maint. - Office Supplies	873.10	3,603.16	6,000.00	2,396.84	39.95
510-410-160 - GG - Maint. - meals/events/appeals		1,733.99	3,700.00	1,966.01	53.14
510-490-100 - GG - Maint. - Office Maintain	981.77	1,822.44	3,000.00	1,177.56	39.25
	2,354.87	8,811.81	17,700.00	8,888.19	50.22
Grants and Contributions					
510-500-110 - GG - Donation		400.00	640.00	240.00	37.50
	0.00	400.00	640.00	240.00	37.50
Interest					
510-710-110 - GG - Long Term Debt Interest	4,445.37	68,374.52	84,400.00	16,025.48	18.99
	4,445.37	68,374.52	84,400.00	16,025.48	18.99
TOTAL GENERAL GOVERNMENT SERVICES	24,474.98	325,921.03	396,640.00	70,718.97	17.83
PROTECTIVE SERVICES					
POLICE PROTECTION					
Professional/Contractual Services					
520-210-100 - PS - Police - Justice Requisition		17,091.60	16,000.00	(1,091.60)	6.82-
520-210-110 - PS - Police - Contracted Services Bylaw	705.60	9,689.40	15,000.00	5,310.60	35.40
	705.60	26,781.00	31,000.00	4,219.00	13.61
TOTAL POLICE PROTECTION:	705.60	26,781.00	31,000.00	4,219.00	13.61
FIRE PROTECTION					
Professional/Contractual Services					
525-210-110 - PS - Fire - Contracted Services		15,000.00	15,000.00		
525-230-100 - PS - Fire - Insurance		335.50	350.00	14.50	4.14
	0.00	15,335.50	15,350.00	14.50	0.09
Maintenance, Materials and Supplies					
525-420-100 - PS - Emergency Fund Purchases			1,000.00	1,000.00	100.00
525-430-100 - PS - Vehicle/Equip. Repair/Parts/Tools		137.00		(137.00)	
	0.00	137.00	1,000.00	863.00	86.30
Capital Expenditures					
525-600-140 - PS - Fire - Pur of Cap Assets - Equip		19,519.52	12,000.00	(7,519.52)	62.66-
	0.00	19,519.52	12,000.00	(7,519.52)	62.66-
Other					
525-920-110 - PS - Shield Program			400.00	400.00	100.00
	0.00	0.00	400.00	400.00	100.00
TOTAL FIRE PROTECTION:	0.00	34,992.02	28,750.00	(6,242.02)	21.71-
TOTAL PROTECTIVE SERVICES:	705.60	61,773.02	59,750.00	(2,023.02)	3.39-
TRANSPORTATION SERVICES					
MAINTENANCE					
Wages & Benefits					
Wages					
530-110-120 - TS - Maint. - Salaries - Forman	1,223.56	31,764.01	34,500.00	2,735.99	7.93

District of Katepwa
Statement of Financial Activities - Detailed
For the Period Ending 30/11/2015

	Current	Year To Date	Budget	Variance	%
530-110-130 - TS - Maint. - Salaries - Labourers		3,005.08	10,000.00	6,994.92	69.95
530-110-140 - TS - Maint. - Salaries - Casual Help		8,771.20	7,680.00	(1,091.20)	14.21-
	1,223.56	43,540.29	52,180.00	8,639.71	16.56
Benefits					
530-120-120 - TS - Maint. - Benefits - Foreman	177.94	1,913.65	1,500.00	(413.65)	27.58-
530-120-121 - TS - Maint. - Benefits - CPP	46.13	1,653.35	1,570.00	(83.35)	5.31-
530-120-122 - TS - Maint. - Benefits - EI	32.20	1,106.79	940.00	(166.79)	17.74-
530-120-125 - TS - Maint. - Benefits -LTD & STD	161.40	161.40	160.00	(1.40)	0.88-
	417.67	4,835.19	4,170.00	(665.19)	16.95-
	1,641.23	48,375.48	56,350.00	7,974.52	14.15
Professional/Contractual Services					
530-210-110 - TS - Maint. - Contract - Surfacing	28,181.47	40,505.89	35,000.00	(5,505.89)	15.73-
530-210-130 - TS - Maint. - Surveys Land		2,340.00	4,000.00	1,660.00	41.50
530-210-140 - TS - Maint. - Uncompleted Projects Ro			25,000.00	25,000.00	100.00
530-240-100 - TS - Maint. - Tree Trimming		637.14	5,100.00	4,462.86	87.51
530-250-100 - TS - Maint. - Road Maintenance Agree		16,659.73	20,000.00	3,340.27	16.70
530-250-110 - TS - Maint. - Travel & Meals	133.50	242.50		(242.50)	
530-260-100 - TS - Maint. - Insurance/Vehicle Reg.	513.00	3,861.00	4,500.00	639.00	14.20
	28,827.97	64,246.26	93,600.00	29,353.74	31.36
Utilities					
530-300-120 - TS - Maint. - Utility - Power/Gas	178.96	2,618.34	2,800.00	181.66	6.49
530-300-140 - TS - Maint. - Utility - Telephone	64.99	1,098.29	1,200.00	101.71	8.48
530-310-100 - TS - Maint. - Utility - Street Lights	2,243.67	25,674.73	31,000.00	5,325.27	17.18
530-310-200 - TS - Utility - Street Lights - Install			2,000.00	2,000.00	100.00
	2,487.62	29,391.36	37,000.00	7,608.64	20.56
Maintenance, Materials & Supplies					
530-400-150 - TS - Maint. - Supplies		1,721.85	2,500.00	778.15	31.13
530-420-101 - TS - Maint. - Repair/Parts/Tools - #1	419.83	6,703.49	20,000.00	13,296.51	66.48
530-425-110 - TS - Maint. - Oil & Gas	56.76	4,811.38	11,000.00	6,188.62	56.26
530-440-100 - TS - Maint. - Gravel/Sand	480.00	6,910.74	17,000.00	10,089.26	59.35
530-450-100 - TS - Maint. - Culverts/Drainage	270.00	7,095.64	2,500.00	(4,595.64)	183.83-
530-460-110 - TS - Maint. - Dust Control		1,765.47		(1,765.47)	
530-470-100 - TS - Maint. - Road/Street Signs		5,082.41	5,500.00	417.59	7.59
	1,226.59	34,090.98	58,500.00	24,409.02	41.72
Capital Expenditures					
530-600-140 - TS - Purchase of Cap Assets-truck&plc		9,523.81	10,000.00	476.19	4.76
	0.00	9,523.81	10,000.00	476.19	4.76
TOTAL MAINTENANCE:	34,183.41	185,627.89	255,450.00	69,822.11	27.33
SNOW REMOVAL					
Professional/Contractual Services					
537-210-100 - TS - Snow - Removal		5,770.00	8,000.00	2,230.00	27.88
	0.00	5,770.00	8,000.00	2,230.00	27.88
TOTAL SNOW REMOVAL:	0.00	5,770.00	8,000.00	2,230.00	27.88
TOTAL TRANSPORTATION SERVICES:	34,183.41	191,397.89	263,450.00	72,052.11	27.35

District of Katepwa
Statement of Financial Activities - Detailed
For the Period Ending 30/11/2015

	Current	Year To Date	Budget	Variance	%
ENVIRONMENTAL SERVICES					
Wages and Benefits					
540-110-110 - EH&W - Salaries- Jerry Stremick	440.00	15,480.00	15,000.00	(480.00)	3.20-
	440.00	15,480.00	15,000.00	(480.00)	3.20-
Professional/Contractual Services					
540-200-110 - EH&W - Cont. - Waste Collection/Dispc	3,038.55	35,010.51	39,500.00	4,489.49	11.37
540-210-100 - EH&W - Cont. - Pest Control		171.09	1,500.00	1,328.91	88.59
540-210-200 - EH&W - Cont. - Weed Control		251.50		(251.50)	
540-210-300 - EH&W - Cont. - Recycling Services	1,613.91	17,474.26	25,000.00	7,525.74	30.10
	4,652.46	52,907.36	66,000.00	13,092.64	19.84
Utilities					
540-300-120 - EH&W - Landfill Site - Power		496.67	3,000.00	2,503.33	83.44
540-300-140 - EH&W - Utility - Telephone	34.69	418.69		(418.69)	
	34.69	915.36	3,000.00	2,084.64	69.49
Maintenance, Materials and Supplies					
540-410-100 - EH&W - Maint. - Landfill Fire	8,441.00	28,900.14	80,000.00	51,099.86	63.87
540-420-100 - EH&W - Maint. - Pest Control Supplies		18.78	40.00	21.22	53.05
540-440-100 - EH&W - Maint.- Waste Collection Supp		913.14	1,500.00	586.86	39.12
540-440-110 - EH&W - Maint. - Other	373.11	1,987.02		(1,987.02)	
	8,814.11	31,819.08	81,540.00	49,720.92	60.98
TOTAL ENVIRONMENTAL SERVICES:	13,941.26	101,121.80	165,540.00	64,418.20	38.91
PLANNING AND DEVELOPMENT SERVICES					
Wages and Benefits					
560-110-110 - P&D - Building Inspector Contract	500.00	5,500.00	6,000.00	500.00	8.33
560-110-120 - P&D - Building Inspector	1,490.00	11,866.80	14,240.00	2,373.20	16.67
	1,990.00	17,366.80	20,240.00	2,873.20	14.20
Maintenance, Materials and Supplies					
560-430-100 - P&D - Other		21,648.75	20,000.00	(1,648.75)	8.24-
	0.00	21,648.75	20,000.00	(1,648.75)	8.24-
TOTAL PLANNING AND DEVELOPMENT SER	1,990.00	39,015.55	40,240.00	1,224.45	3.04
RECREATION AND CULTURAL SERVICES					
Wages					
570-110-110 - R&C - Summer Program	127.58	5,175.51	5,000.00	(175.51)	3.51-
	127.58	5,175.51	5,000.00	(175.51)	3.51-
Professional/Contractual Services					
570-210-100 - R&C - Cont. - Newsletter		4,290.91	4,300.00	9.09	0.21
570-270-100 - R&C - Cont. - Contracted - Cleaning	60.00	460.00	800.00	340.00	42.50
570-290-100 - R&C - Cont. - Library Requisition		5,244.07	5,340.00	95.93	1.80
	60.00	9,994.98	10,440.00	445.02	4.26
Utilities - Power					
570-310-150 - R&C - Utility - Library Power/Gas	53.50	516.71	800.00	283.29	35.41
	53.50	516.71	800.00	283.29	35.41
Utilities - Water					
570-320-150 - R&C - Utility - Pumpouts		29.38	650.00	620.62	95.48
	0.00	29.38	650.00	620.62	95.48

District of Katepwa
Statement of Financial Activities - Detailed
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	Current	Year To Date	Budget	Variance	%
Utilities - Telephone					
570-330-160 - R&C - Utility - Telephone - Library	44.63	658.88	260.00	(398.88)	153.42-
	44.63	658.88	260.00	(398.88)	153.42-
Maintenance, Materials and Supplies					
570-420-150 - R&C - Supplies - Katepwa Center	20.97	851.32	1,500.00	648.68	43.25
570-420-190 - R&C - Other Supplies/garbage cans/sig		601.97	1,500.00	898.03	59.87
570-430-110 - R&C - Bldg Mat/Supply - Breeze Park	4,115.35	6,018.18	14,000.00	7,981.82	57.01
570-430-120 - R&C - Bldg Mat/Supply - Glenwood Pa		6,634.43		(6,634.43)	
570-430-130 - R&C - Bldg Mat/Supply - Sandy Beach	600.64	783.65	1,600.00	816.35	51.02
570-430-160 - R&C - Bldg Mat/Supply - Library	2,785.08	3,562.81	2,000.00	(1,562.81)	78.14-
570-430-190 - R&C - Small Tools & Equipment			2,500.00	2,500.00	100.00
	7,522.04	18,452.36	23,100.00	4,647.64	20.12
Grants and Contributions					
570-500-120 - R&C - Grants -Recreation Capital Rese			5,000.00	5,000.00	100.00
	0.00	0.00	5,000.00	5,000.00	100.00
Other					
570-900-110 - R&C - Canada Day		2,004.60	3,000.00	995.40	33.18
570-900-200 - R & C - FireWorks		7,000.00	5,000.00	(2,000.00)	40.00-
	0.00	9,004.60	8,000.00	(1,004.60)	12.56-
TOTAL RECREATION AND CULTURAL SERV	7,807.75	43,832.42	53,250.00	9,417.58	17.69
UTILITIES					
WATER					
Professional/Contractual Services					
580-250-100 - UT - Water - Memberships/Subscriber			500.00	500.00	100.00
580-290-100 - UT - Water - Laboratory Testing		103.75	120.00	16.25	13.54
	0.00	103.75	620.00	516.25	83.27
TOTAL WATER:	0.00	103.75	620.00	516.25	83.27
SEWER					
Maintenance, Materials and Supplies					
585-430-130 - UT - Sewer - Lagoon			5,000.00	5,000.00	100.00
	0.00	0.00	5,000.00	5,000.00	100.00
TOTAL SEWER:	0.00	0.00	5,000.00	5,000.00	100.00
TOTAL UTILITIES:	0.00	103.75	5,620.00	5,516.25	98.15
TOTAL EXPENDITURES:	83,103.00	763,165.46	984,490.00	221,324.54	22.48
CHANGE IN NET-FINANCIAL ASSETS					
Revenues	16,525.27	1,453,912.16	1,427,630.00	26,282.16	1.84
Expenditures	83,103.00	763,165.46	984,490.00	221,324.54	22.48
CHANGE IN NET FINANCIAL ASSETS	(66,577.73)	690,746.70	443,140.00	247,606.70	55.88
OPERATING SURPLUS/DEFICIT (Chg in Net Asst)	(66,577.73)	690,746.70	443,140.00	247,606.70	55.88
Transfers					

Report Date
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District of Katepwa
Statement of Financial Activities - Detailed
For the Period Ending 30/11/2015

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	Current	Year To Date	Budget	Variance	%
Transfers In			124,000.00	(124,000.00)	100.00-
Transfers Out	(15,089.37)	(646,507.62)	(555,550.00)	(90,957.62)	16.37-
Total Transfers:	(15,089.37)	(646,507.62)	(431,550.00)	(214,957.62)	49.81-
CHANGE IN GENERAL SURPLUS	(81,667.10)	44,239.08	11,590.00	32,649.08	281.70

ACCOUNT BALANCES

Cash and Investments

	Current	Year to Date	Balance
110-110-110 - Cash - On Hand - Petty Cash			500.00
110-110-120 - Cash - Bank - Balance	(85,387.56)	152,775.02	945,559.72
Total Cash and Investments:	(85,387.56)	152,775.02	946,059.72

Municipal Taxes Receivable

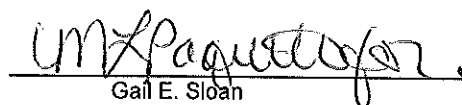
110-200-100 - Municipal - Tax Receivable - Current	(780.38)	55,878.34	50,574.06
110-200-110 - Municipal - Tax Receivable - Arrears	(777.19)	(21,646.21)	22,632.60
Total Municipal Taxes Receivable:	(1,557.57)	34,232.13	73,206.66

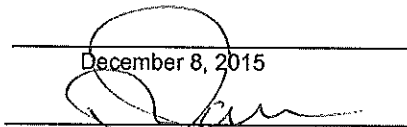
Other Receivables

110-210-100 - PVSD Tax - Receivable-Current & Arre	(736.31)	12,244.63	37,708.20
110-320-100 - Accounts Receivable	2,490.52	(111,194.39)	3,836.52
110-320-170 - Tax Title Costs Receivable	(27.42)	(361.66)	1,181.20
110-340-110 - GST Receivable - 100% Rebate	3,001.50	(35,031.35)	16,803.06
Total Other Receivables:	4,728.29	(134,342.77)	59,528.98

Certified correct and in accordance with the records

Presented to council on


Gail E. Sloan
CAO

December 8, 2015

Rick Pattison
Mayor

Report Date
04/12/2015 3:17 PM

District of Katepwa
List of Accounts for Approval
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
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Bank Code: Bank1 - Main Demand

Computer Cheques:

2625	27/11/2015	BERNARD BEHNKE	Benefit YE payout		
November 2015		530-120-125 - TS - Maint. - Benefi	Benefit YE payout	161.40	161.40
2626	27/11/2015	CANADA REVENUE AGENCY	Payroll Deductions-Nov 2015		
Nov 2015		210-200-110 - C.P.P. Payable	Payroll Deductions- Nov	453.78	
		210-200-120 - E.I. Payable	Payroll Deductions-Nov	233.11	
		210-200-130 - Income Tax Payabl	Payroll Deductions-Nov	1,995.21	2,682.10
2627	27/11/2015	MEPP	MEPP November		
November		210-200-140 - MEPP Payable	MEPP November 2015	1,636.10	1,636.10
2628	27/11/2015	DAWNE OBLEMAN	Nov Pay 11.5 hrs @25.00		
Nov payroll-01		510-200-120 - GG - Cont - Admin(Nov Pay 11.5 hrs @25.00	287.50	287.50
2629	27/11/2015	MARY LYNN PAQUETTE	November Expenses		
Nov 15 expense		510-210-170 - GG - Admin. - Trair	Nov Mileage 438 KM	219.00	
		510-130-235 - GG - Benefits - LTC	Benefit payout for STD YE	272.76	491.76
2630	27/11/2015	Gail Sloan	August Expenses		
Aug Expense		510-210-170 - GG - Admin. - Train	Aut Exp (mail, picku etc)	117.00	117.00
2631	27/11/2015	Gail Sloan	November Expenses		
November 2015		510-210-170 - GG - Admin. - Train	Oct Exp (mail, picku etc)	47.00	
		510-130-235 - GG - Benefits - LTC	Benefit payout YE STD	373.20	420.20
2632	27/11/2015	Jerry Stremick	Mileage		
Nov 17 Mileage		530-250-110 - TS - Maint. - Travel	recycle metals to Weyburn	133.50	133.50
November 2015		540-110-110 - EH&W - Salaries- J	Payroll Nov 22 hrs @ \$20	440.00	440.00
				Payment Total:	573.50
2633	27/11/2015	SUMA	Benefits, LTD, STD November		
November 2015		530-120-120 - TS - Maint. - Benefi	Life Ins-Maint. November	12.47	
		210-200-160 - Disability Insurance	LTD-Maint. November	54.39	
		210-200-160 - Disability Insurance	STD-Maint. November	13.45	
		530-120-120 - TS - Maint. - Benefi	EHB- Maint. November	83.39	
		530-120-120 - TS - Maint. - Benefi	Vision- Maint. November	17.40	
		530-120-120 - TS - Maint. - Benefi	Dental- Maint. November	64.68	
		510-130-230 - GG - Benefits - Hee	Life Ins.- ML November	21.08	
		210-200-160 - Disability Insurance	LTD- ML November	91.92	
		210-200-160 - Disability Insurance	STD- ML November	22.73	
		510-130-230 - GG - Benefits - Hee	EHB- ML November	83.39	
		510-130-230 - GG - Benefits - Hee	Vision- ML - November	17.40	
		510-130-230 - GG - Benefits - Hee	Dental ML November	64.68	
		510-130-230 - GG - Benefits - Hee	Life Ins. - G.S. November	31.63	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		210-200-160 - Disability Insurance LTD GS November		137.92	
		210-200-160 - Disability Insurance STD GS November		34.10	
		510-130-230 - GG - Benefits - Hez EHB GS November		121.89	
		510-130-230 - GG - Benefits - Hez Vision GS November		26.92	
		510-130-230 - GG - Benefits - Hez Dental - G.S. November		91.28	
		510-130-230 - GG - Benefits - Hez Admin Fee November		14.00	
		110-340-110 - GST Receivable - 1 GST Tax Code		0.70	
		900-110-110 - GST Paid GST Tax Code		0.70	1,005.42
2634	30/11/2015	SHELLEY BERGQUIST	Door Mat		
89752 Nov		570-420-150 - R&C - Supplies - K: Katepwa library doormat		20.97	
		110-340-110 - GST Receivable - 1 Both Tax Code		1.00	
		900-110-110 - GST Paid Both Tax Code		1.00	21.97
Nov cleaning-01		510-220-100 - GG - Cont. - Office Cleaning office		60.00	
		570-270-100 - R&C - Cont. - Conti Cleaning library /wshroom		60.00	120.00
				Payment Total:	141.97
2635	30/11/2015	CanWan.com Communications I internet library & office			
C50944 Nov		570-330-160 - R&C - Utility - Telep internet library		44.63	
		510-300-140 - GG - Utility - Telep internet office		44.62	
		110-340-110 - GST Receivable - 1 Both Tax Code		4.25	
		900-110-110 - GST Paid Both Tax Code		4.25	93.50
2636	30/11/2015	Commissionaires South Sask D Bylaw Officer Nov. 16 hrs			
17705 Nov 24		520-210-110 - PS - Police - Contr: Bylaw Officer-Nov.(16hrs)		705.60	
		110-340-110 - GST Receivable - 1 Both Tax Code		33.60	
		900-110-110 - GST Paid Both Tax Code		33.60	739.20
2637	30/11/2015	COREY'S EXCAVATING	Garbage Contract November		
Nov Contract-01		540-200-110 - EH&W - Cont. - We Garbage Contract November		3,038.55	
		110-340-110 - GST Receivable - 1 GST Tax Code		151.93	
		900-110-110 - GST Paid GST Tax Code		151.93	3,190.48
2638	30/11/2015	JACKSON BROS BOBCAT SER\ Breese Park 24yds stone			
982034 Nov		570-430-110 - R&C - Bldg Mat/Suj Breese tennis 24yds stone		840.00	
		110-340-110 - GST Receivable - 1 GST Tax Code		42.00	
		900-110-110 - GST Paid GST Tax Code		42.00	882.00
2639	30/11/2015	LORAAS DISPOSAL	recycle bins 2.77 MT Oct.		
7345535 Oct 31		540-440-110 - EH&W - Maint. - Ot Katepwa Village bin		515.76	
		540-440-110 - EH&W - Maint. - Ot Katepwa South bin		864.97	
		540-440-110 - EH&W - Maint. - Ot Sandy Beach bin		500.41	
		540-440-110 - EH&W - Maint. - Ot Katepwa Hotel bin		105.88	
		110-340-110 - GST Receivable - 1 GST Tax Code		99.35	
		900-110-110 - GST Paid GST Tax Code		99.35	2,086.37
2640	30/11/2015	MAINLINE INSURANCE BROKEI commercial auto policy			
118624 Nov		530-260-100 - TS - Maint. - Insura commercial auto policy		513.00	513.00

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District of Katepwa
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
2641 Nov 15 Contract	30/11/2015	JAKE MEYER 560-110-110 - P&D - Building Insp	November Contract November Contract	500.00	500.00
2642 30081796 Nov	30/11/2015	COLLEEN MEYER 570-430-160 - R&C - Bldg Mat/Suj 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	New book purchases New Books for Library GST Tax Code GST Tax Code	1,536.47 76.82 76.82	1,613.29
2643 2015/1601331	30/11/2015	MUNISOFT MUNICIPAL SOFTW 510-240-150 - GG - Cont. - Compl 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	MUNISOFT supplies 5 HP toner cartridges Both Tax Code Both Tax Code	795.65 37.91 37.91	833.56
2015/1602204		510-240-150 - GG - Cont. - Compl 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	20" Monitor 3CM5210yyy Both Tax Code Both Tax Code	200.82 9.59 9.59	210.41
2015/1603022		510-240-150 - GG - Cont. - Compl 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Webinar MSexcel adv two Both Tax Code Both Tax Code	84.00 4.00 4.00	88.00
2015/1602998		510-240-150 - GG - Cont. - Compl 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Webinar MS Word Adv 1 Both Tax Code Both Tax Code	84.00 4.00 4.00	88.00
2015/1603002		510-240-150 - GG - Cont. - Compl 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Webinar Paymate Adv Both Tax Code Both Tax Code	84.00 4.00 4.00	88.00
2015/16/03032		510-240-150 - GG - Cont. - Compl 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Webinar MSWord Adv 2 Both Tax Code Both Tax Code	84.00 4.00 4.00	88.00
2015/1603035		510-240-150 - GG - Cont. - Compl 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Webinar GL Balance Both Tax Code Both Tax Code	84.00 4.00 4.00	88.00
2015/1603042		510-240-150 - GG - Cont. - Compl 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Webinar AR introduction Both Tax Code Both Tax Code	84.00 4.00 4.00	88.00
2015/1604282		510-240-150 - GG - Cont. - Compl 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Webinar GL Cust Report Both Tax Code Both Tax Code	84.00 4.00 4.00	88.00
Payment Total:					1,659.97
2644 46 November	30/11/2015	Norton Septic 510-300-130 - GG - Utility - Water, 110-340-110 - GST Receivable - 1	office & library pumpouts office & library pumpouts GST Tax Code	54.29 2.71	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		900-110-110 - GST Paid	GST Tax Code	2.71	57.00
36 November		510-300-130 - GG - Utility - Water, office & library pumpouts		54.29	
		110-340-110 - GST Receivable - 1 GST Tax Code		2.71	
		900-110-110 - GST Paid	GST Tax Code	2.71	57.00
Payment Total:					114.00
2645	30/11/2015	PC PLACE	2 year Lexmark Toner		
241976 Nov		510-410-140 - GG - Maint. - Office 2 year Lexmark Toner		603.75	
		110-340-110 - GST Receivable - 1 Both Tax Code		28.75	
		900-110-110 - GST Paid	Both Tax Code	28.75	632.50
2646	30/11/2015	PRAIRIE VALLEY SCHOOL DIVI: Collections- Nov 2015			
Nov Collection		210-210-190 - Due To PV School Collections-Nov 2015		704.23	704.23
2647	30/11/2015	SaskEnergy	41 Elm St Natural Gas		
41 Elm St Gas		510-300-120 - GG - Utility - Power 41 Elm St Natural Gas		53.48	
		530-300-120 - TS - Maint. - Utility - 41 Elm St Natural Gas		53.48	
		570-310-150 - R&C - Utility - Libra 41 Elm St Natural Gas		53.50	
		110-340-110 - GST Receivable - 1 GST Tax Code		8.02	
		900-110-110 - GST Paid	GST Tax Code	8.02	168.48
2648	30/11/2015	SASKPOWER	345 Edwyn St/Sandy Beach Off		
Office-November		530-310-100 - TS - Maint. - Utility - 345 Edwyn St/Sandy Nov		30.45	
		110-340-110 - GST Receivable - 1 Both Tax Code		1.38	
		900-110-110 - GST Paid	Both Tax Code	1.38	31.83
SandySt.Lt Nov		530-310-100 - TS - Maint. - Utility - Sandy Beach/St Light Nov		486.38	
		110-340-110 - GST Receivable - 1 GST Tax Code		23.16	
		900-110-110 - GST Paid	GST Tax Code	23.16	509.54
Kat-St.Lt Nov		530-310-100 - TS - Maint. - Utility - Katepwa St Lights Nov		1,233.00	
		110-340-110 - GST Receivable - 1 GST Tax Code		58.71	
		900-110-110 - GST Paid	GST Tax Code	58.71	1,291.71
S.Kat Lite Nov		530-310-100 - TS - Maint. - Utility - Katepwa S St Lights Nov		493.84	
		110-340-110 - GST Receivable - 1 GST Tax Code		23.51	
		900-110-110 - GST Paid	GST Tax Code	23.51	517.35
Maint Grg- Nov		530-300-120 - TS - Maint. - Utility - KTPWA MNTCE-GRG Nov		92.48	
		110-340-110 - GST Receivable - 1 Both Tax Code		4.19	
		900-110-110 - GST Paid	Both Tax Code	4.19	96.67
Quonset-Nov		530-300-120 - TS - Maint. - Utility - Quonset - November		33.00	
		110-340-110 - GST Receivable - 1 Both Tax Code		1.50	
		900-110-110 - GST Paid	Both Tax Code	1.50	34.50
Payment Total:					2,481.60

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District of Katepwa
List of Accounts for Approval
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
2649	30/11/2015	SaskTel	Village office landline Nov.		
Oct 28 Nov		510-300-140 - GG - Utility - Teleph	Office landline Oct 28	210.72	
		110-340-110 - GST Receivable - 1 Both Tax Code		10.04	
		900-110-110 - GST Paid	Both Tax Code	10.04	220.76
Sask Cell Nov		540-300-140 - EH&W - Utility - Tel Cell landfill Nov 2015		34.69	
		530-300-140 - TS - Maint. - Utility - Cell Maintenance Nov 8		64.99	
		110-340-110 - GST Receivable - 1 Both Tax Code		4.77	
		900-110-110 - GST Paid	Both Tax Code	4.77	104.45
Payment Total:					325.21
2650	30/11/2015	SUMA	CAO Career Posting		
69060 November		510-200-170 - GG - Cont. - Advert CAO Career Posting 2@\$150		300.00	
		110-340-110 - GST Receivable - 1 GST Tax Code		15.00	
		900-110-110 - GST Paid	GST Tax Code	15.00	315.00
2651	30/11/2015	TAXervice	Tax Lien Roll # 138		
22919 roll#138		510-260-100 - GG - Cont. - Tax Er Tax Lien Roll # 138		225.00	
		110-340-110 - GST Receivable - 1 GST Tax Code		11.25	
		900-110-110 - GST Paid	GST Tax Code	11.25	236.25
22920 roll#215		510-260-100 - GG - Cont. - Tax Er Tax Lien Roll # 215		225.00	
		110-340-110 - GST Receivable - 1 GST Tax Code		11.25	
		900-110-110 - GST Paid	GST Tax Code	11.25	236.25
22921roll #548		510-260-100 - GG - Cont. - Tax Er Tax Lien Roll # 548		225.00	
		110-340-110 - GST Receivable - 1 GST Tax Code		11.25	
		900-110-110 - GST Paid	GST Tax Code	11.25	236.25
22992 roll#138		510-260-100 - GG - Cont. - Tax Er Public Posting Roll #138		53.25	
		110-340-110 - GST Receivable - 1 GST Tax Code		2.66	
		900-110-110 - GST Paid	GST Tax Code	2.66	55.91
22993 roll#215		510-260-100 - GG - Cont. - Tax Er Public Posting Roll # 215		53.25	
		110-340-110 - GST Receivable - 1 GST Tax Code		2.66	
		900-110-110 - GST Paid	GST Tax Code	2.66	55.91
22994 roll #548		510-260-100 - GG - Cont. - Tax Er Public Posting Roll #548		53.25	
		110-340-110 - GST Receivable - 1 GST Tax Code		2.66	
		900-110-110 - GST Paid	GST Tax Code	2.66	55.91
Payment Total:					876.48
2652	30/11/2015	TOWN & COUNTRY BUILDING II File # 15728 Banbury			
4180 Nov		560-110-120 - P&D - Building Insp File # 15728 Banbury		75.00	
		110-340-110 - GST Receivable - 1 GST Tax Code		3.75	
		900-110-110 - GST Paid	GST Tax Code	3.75	78.75
2653	04/12/2015	CanWan.com Communications I Internet			

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District of Katepwa
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
C51440		510-300-140 - GG - Utility - Teleph	internet office	70.88	
		570-330-160 - R&C - Utility - Teleph	internet library	70.86	
		110-340-110 - GST Receivable - 1 Both Tax Code		6.76	
		900-110-110 - GST Paid	Both Tax Code	6.76	148.50
2654	04/12/2015	COREY'S EXCAVATING	garbage contract December		
Dec. Contract		540-200-110 - EH&W - Cont. - We	garbage contract December	3,038.55	
		110-340-110 - GST Receivable - 1 GST Tax Code		151.93	
		900-110-110 - GST Paid	GST Tax Code	151.93	3,190.48
2655	04/12/2015	KATEPWA BEACH RESORT HO'	Xmas Gift Cert \$150 each		
Dec 2015		510-210-170 - GG - Admin. - Trair	Xmas gift cert staff	450.00	450.00
2656	04/12/2015	LORAAS DISPOSAL	Recycle Bins Nov 1.31MT		
7351144		540-210-300 - EH&W - Cont. - Re	Village Bin	515.67	
		540-210-300 - EH&W - Cont. - Re	South Katepwa Bin	491.68	
		540-210-300 - EH&W - Cont. - Re	Sandy Beach Bin	128.28	
		540-210-300 - EH&W - Cont. - Re	Hotel Bin	106.62	
		110-340-110 - GST Receivable - 1 GST Tax Code		62.11	
		900-110-110 - GST Paid	GST Tax Code	62.11	1,304.36
2657	04/12/2015	MC3 RESOURCES INC	Road Slump S. Katepwa		
00102015		530-210-110 - TS - Maint. - Contr	Road Slump S. Katepwa	2,394.36	
		530-425-110 - TS - Maint. - Oil & C	compactor fuel road slump	59.47	
		110-340-110 - GST Receivable - 1 Both Tax Code		114.02	
		900-110-110 - GST Paid	Both Tax Code	114.02	
		110-340-110 - GST Receivable - 1 GST Tax Code		2.97	
		900-110-110 - GST Paid	GST Tax Code	2.97	2,570.82
2658	04/12/2015	JAKE MEYER	Contract - December 15		
Dec Contract 15		560-110-110 - P&D - Building Insp	Contract - December	500.00	500.00
2659	04/12/2015	MPE ENGINEERING LTD	Landfill Design & Op Plan		
77080060006		540-410-100 - EH&W - Maint. - La	Landfill Design 10.5hrs	4,123.00	
		110-340-110 - GST Receivable - 1 GST Tax Code		206.15	
		900-110-110 - GST Paid	GST Tax Code	206.15	4,329.15
2660	04/12/2015	MUNISOFT MUNICIPAL SOFTW	Munisoft Webinar		
2015/1604336		510-240-150 - GG - Cont. - Comp	Webinar YE Processing	84.00	
		110-340-110 - GST Receivable - 1 Both Tax Code		4.00	
		900-110-110 - GST Paid	Both Tax Code	4.00	88.00
2661	04/12/2015	RAPID LAWN HYDROSEEDING	Road Slump S. Katepwa		
443		530-210-110 - TS - Maint. - Contr	Road Slump hydroseeding	1,500.00	
		110-340-110 - GST Receivable - 1 GST Tax Code		75.00	
		900-110-110 - GST Paid	GST Tax Code	75.00	1,575.00
2662	04/12/2015	Sherwood Co-op Home Centre	Maintenance supplies		
51272350		530-400-150 - TS - Maint. - Suppli	ergo tool, wax bowl ring	17.56	

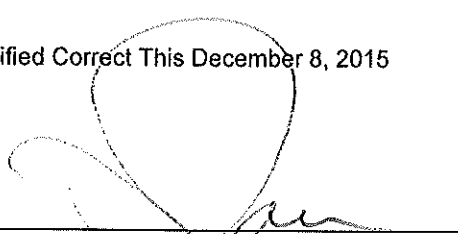
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		530-425-110 - TS - Maint. - Oil & C 78.5 litres gas @.0.837		66.12	
		110-340-110 - GST Receivable - 1 Both Tax Code		0.84	
		900-110-110 - GST Paid Both Tax Code		0.84	
		110-340-110 - GST Receivable - 1 GST Tax Code		3.13	
		900-110-110 - GST Paid GST Tax Code		3.13	87.65
2663 4185	04/12/2015	TOWN & COUNTRY BUILDING II File # 7732 Jeske			
		560-110-120 - P&D - Building Insp File # 7732 Jeske		105.00	
		110-340-110 - GST Receivable - 1 GST Tax Code		5.25	
		900-110-110 - GST Paid GST Tax Code		5.25	110.25
4186		560-110-120 - P&D - Building Insp File # 15721 Doucet		105.00	
		110-340-110 - GST Receivable - 1 GST Tax Code		5.25	
		900-110-110 - GST Paid GST Tax Code		5.25	110.25
Payment Total:					220.50
Other:					
20151130 Nov 2015	30/11/2015	Gail Sloan	Payroll-November		
		210-200-190 - Wages Payable	Payroll -November	4,173.69	4,173.69
20151130 Nov 2015	30/11/2015	BERNARD BEHNKE	Payroll November 2015		
		210-200-190 - Wages Payable	Payroll November 40hrs	919.34	919.34
20151130 November 2015	30/11/2015	MARY LYNN PAQUETTE	Payroll - November		
		210-200-190 - Wages Payable	Payroll-Assist- November	2,676.25	2,676.25
Total for Bank1:					46,724.75

Certified Correct This December 8, 2015


Rick Pattison, MAYOR


Gail E. Sloan, CAO

Date Printed
01/12/2015 11:17 AM

District of Katepwa
Bank Reconciliation - Summary

Page 1

General Cash Account
For Ending Date 30/11/2015

110-110-120 - Cash - Bank - Balance

GL Balance to 30/11/2015

944,389.70

Service Charges:	-65.75
Interest Charges:	0.00
Interest Revenue:	1,235.77

Adjusted Book Balance	945,559.72
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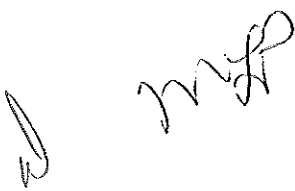
Bank Statement Balance:

979,565.04

Deposits in Transit:	4,172.10	
Outstanding Payments:	-38,177.42	
Total Uncleared:	-34,005.32	-34,005.32

Adjusted Bank Balance	945,559.72
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Notes



Council Procedures Bylaw

RESORT VILLAGE OF THE DISTRICT OF KATEPWA

BYLAW NO 2015-6

**A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL
AND COUNCIL'S COMMITTEES**

The Council of the Resort Village of the District of Katepwa in the Province of Saskatchewan enacts as follows:

PART I – INTERPRETATION

1. Short Title

1.1 This bylaw may be cited as “The Procedure Bylaw”.

2. Purpose

2.1 The purpose of this bylaw is to establish clear, transparent, consistent and accessible rules for conducting business at meetings, for council members, administrations and the public to follow and participate in governing the municipality and for council in establishing council committees.

3. Definitions

3.1 In this bylaw:

- (a) “Act” means *The Municipalities Act*
- (b) “Acting mayor” means the councillor elected by council to act as the mayor if a vacancy arises in that office.
- (c) “Adjourn” means to suspend proceedings to another time or place.
- (d) “Administration” means the administrator or an employee accountable to the administrator.
- (e) “Administrator” means the person appointed as administrator pursuant to section 111 of *The Municipalities Act*
- (f) “Agenda deadline” means the time established in subsection 13.6 of this bylaw.
- (g) “Amendment” means an alteration to a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion.
- (h) “Business day” means a day other than a Saturday, Sunday or holiday.
- (i) “Chair” means a person who has the authority to preside over a meeting.
- (j) “Committee” means a committee, board, authority or other body duly appointed by council.
- (k) “Communications” include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.
- (l) “Consent agenda” means a portion of a meeting that lists items of business which are routine in nature and do not require substantial discussion and/or debate.
- (m) “Consent motion” means a motion to adopt, without debate, the recommendations of several reports within a consent agenda.
- (n) “Council” means the mayor and councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act*.
- (o) “Councillor” means the council member duly elected in the municipality as a councillor, in accordance with *The Local Government Election Act*.
- (p) “Deputy mayor” means the councillor who is appointed by council, pursuant to section 33 of this bylaw, to act as mayor in the absence or incapacity of the mayor.
- (q) “Mayor” means the council member duly elected in the municipality as the mayor in accordance with *The Local Government Election Act*.
- (r) “Member” means the mayor, councillor or an appointed individual to a committee, commission or board of council.



- (s) "Motion" means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
 - (t) "Mover" means a person who presents or proposes a motion or amendment.
 - (u) "Municipality" means the Resort Village of the District of Katepwa
 - (v) "Order of business" means the list of items comprising the agenda and the order in which those items appear on the agenda.
 - (w) "Point of order" means the raising of a question by a member in a meeting claiming that the procedures of the meeting or of an individual council member are contrary to the procedural rules or practices.
 - (x) "Point of privilege" is the raising of a matter by a member which occurs while the council is in session, where:
 - i. the rights, privileges, decorum or dignity of the council collectively or the rights and privileges of a member individually have been affected,
 - ii. when a member believes that another member has spoken disrespectfully toward them or the council, or
 - iii. when a member believes their comments have been misunderstood or misinterpreted by another member or members; or
 - iv. when a member believes that comments made by the member outside the council Chamber have been misinterpreted or misunderstood by the Community, the public or the news media in order to clarify his or her position.
 - (y) "Point of procedure" means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand.
 - (z) "Public hearing" means a meeting of council or that portion of a meeting of council which is convened to hear matters pursuant to:
 - i. *The Municipalities Act*
 - ii. *The Planning and Development Act, 2007*;
 - iii. any other Act; or
 - iv. a resolution or bylaw of council.
 - (aa) "Quorum" is, subject to section 98 of the Act:
 - i. in the case of council, a majority of the whole council,
 - ii. in the case of a committee, a majority of the members appointed to the committee.
 - (bb) "Recess" means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted.
 - (cc) "Resolution" means a formal determination made by council or a committee on the basis of a motion, duly placed before a regularly constituted meeting or a special meeting of council or a committee for debate and decision, and is duly passed.
 - (dd) "Seconder" means a person who formally supports a motion or amendment at the time it is proposed.
 - (ee) "Special committee" means a committee appointed by council at any time to deal with a specific issue(s) and exist for a length of time required to review the issue(s) and make recommendations to council.
 - (ff) "Special meeting" means a meeting other than a regular scheduled meeting called pursuant to section 123 of the Act or the provisions of this bylaw.
 - (gg) "Subcommittee" means a committee established by a committee, Commission or board to review and report on an aspect of the committee, Commission or board's business.
 - (hh) "Unfinished Business" means business which has been raised at the same, or a previous meeting, and which has not been completed.
 - (ii) "Urgent Business" means a time sensitive matter which requires council's immediate and urgent consideration.
- 3.2 A reference in this bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

4. Application

- 4.1 This bylaw applies to all meetings of council and committees.
- 4.2 Notwithstanding subsection 4.1, council may by resolution or bylaw allow a board and committee to establish its own procedures.
- 4.3 When any matter relating to proceedings arise which is not covered by a provision of this bylaw, the matter shall be decided by reference to *Robert's Rules of Order*
- 4.4 In the event of any conflict between the provisions of this bylaw and those contained in any of the other authorities set out above, the provision of this bylaw shall apply.
- 4.5 Subject to subsection 4.3, any ruling of the mayor or chair shall prevail, subject, however, to the jurisdiction of council or the committee to consider any appeals of those rulings.

PART II – MEETINGS

5. First Meeting

- 5.1 The first meeting of council shall be called by the administrator within 31 days of the election.
- 5.2 At the first meeting of council:
 - (a) the Returning Officer shall provide council with a copy of the declaration of results with respect to the election; and
 - (b) every council member shall take the oath of office pursuant to the Act.

6. Regular Meetings

- 6.1 Regular meetings of council shall be held on the third Tuesday of each month commencing at 7:00 p.m.
- 6.2 In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the mayor, such meetings shall be held at the same time on the next day that the municipal office is scheduled to be open for business.
- 6.3 Annually the administrator shall submit a regular schedule of council meetings to council for approval as set out in subsections 6.1 and 6.2, or may recommend alternate meeting dates.
- 6.4 Notwithstanding the foregoing provisions, council may, by resolution, dispense with or alter the time of a regular meeting of council.
- 6.5 Council may, by resolution, authorize the mayor to reschedule a regular meeting of council pursuant to the Act during a period of time to be specified within the resolution.

7. Special Meetings

- 7.1 The administrator shall call a special meeting of council, whenever requested to do so, in writing, by the mayor or a majority of the members.
- 7.2 The written request referred to in subsection 7.1 shall include all items of business to be transacted.
- 7.3 Form 1, appended hereto and forming a part of this bylaw, shall be the form used to direct the administrator to call a special meeting of council.
- 7.4 When a special meeting is to be held, the administrator shall provide written notice of the time, date and place of the meeting to all members pursuant to section 10 of this bylaw and to the public at least twenty-four (24) hours prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- 7.5 Notwithstanding subsection 7.2, a special meeting may be held with less than twenty-four (24) hours' notice to members, and without notice to the public, if all members agree to do so, in writing, immediately before the beginning of the special meeting.
- 7.6 No business, other than that stated in the notice, shall be transacted at a special meeting, unless all the members are present and, by unanimous consent, they authorize other business to be transacted.



8. Meeting through Electronic Means

- 8.1 One or more members of council may participate in a council meeting by means of a telephonic, electronic or other communication facility if:
- (a) the members of council provide the administrator with at least two (2) business days' notice of their intent to participate in this manner;
 - (b) notice of the council meeting is given to the public including the way in which the council meeting is to be conducted;
 - (c) the facilities enable the public to at least listen to the meeting at a place specified in that notice and the administrator is in attendance at that place; and
 - (d) the facilities permit all participants to communicate adequately with each other during the council meeting.
- 8.2 Members participating in a council meeting held by means of a communication facility are deemed to be present at the council meeting.

9. Notice of Meetings

- 9.1 Notice of regularly scheduled council meetings is not required to be given.
- 9.2 If council changes the date, time or place of a regularly scheduled meeting, at least twenty-four (24) hours' notice of the change will be given to:
- (a) any members not present at the meeting at which the change was made; and,
 - (b) the public.

10. Method of Giving Notice

- 10.1 Notice of a council meeting is deemed to have been given to a member if the notice is:
- (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or
 - (c) at the request of the member, sent by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or to the address specified by the member.
- 10.2 Form 2, appended hereto and forming a part of this bylaw, shall be the form used to request the administrator to use an alternate method of providing notice of meetings.
- 10.3 Notice of a council meeting is to be given to the public by posting notice of the meeting at the municipal office and on the municipalities website

11. Actions in Public

- 11.1 An act or proceeding of council is not effective unless it is authorized or adopted by bylaw or a resolution at a duly constituted public meeting of council.
- 11.2 Every person has the right to be present at council meetings that are conducted in public unless the person presiding at the council meeting expels a person for improper conduct.

12. Closed Sessions

- 12.1 Council may close all or any part of its meetings to the public if the matter to be discussed:
- (a) is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
 - (b) concerns long-range or strategic planning.
- 12.2 A resolution to move into closed session shall state, in general terms, the topic of discussion.
- 12.3 Where council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
- (a) the members of council;
 - (b) the administrator and other members of administration as the members of council may deem appropriate; and
 - (c) such members of the public as may be allowed to attend by the council.
- 12.4 Where council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the administrator shall record in the minutes thereto:

- (a) the time that the in-camera portion of the meeting commenced and concluded;
 - (b) the names of the parties present; and
 - (c) the legislative authority including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* relied upon for authority to close the meeting to the public and section 120 of *The Municipalities Act*.
- 12.5 No resolutions or bylaws may be passed during a closed meeting.
- 12.6 No business other than that described within the resolution pursuant to subsection 12.2 may be discussed.
- 12.7 Matters discussed or to be discussed in a closed meeting are to be kept in confidence until discussed at a public meeting of council, unless otherwise provided for in this bylaw.

PART III – COUNCIL MEETING PROCEDURES

13. Agendas

- 13.1 The administrator shall prepare the agenda for all regular and special meetings of council.
- 13.2 The agenda shall include the order of business and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business.
- 13.3 The administrator shall ensure that the council agendas are delivered to each member no later than 4:00 pm, on the Friday immediately preceding the council meeting.
- 13.4 The administrator shall ensure that the council agendas are available to the general public no later than 4:00 pm, on the Friday immediately preceding the council meeting.
- 13.5 If, for any reason, the administrator is unable to meet the deadline mentioned in subsection 13.3, the administrator shall prepare and distribute the agenda as soon as reasonably possible to allow council members an opportunity to review the agenda prior to the council meeting.
- 13.6 All administrative reports, communication from the public, requests, or any other material intended for inclusion in a council agenda must be received by the administrator no later than 3:00 pm, one week prior to the date of the meeting.
- 13.7 Council may, on a majority vote, permit additional material on the agenda.

14. Urgent Business

- 14.1 The administration may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed by the administrator.
- 14.2 In these circumstances, the administration shall submit a report to the administrator including an explanation of the reasons and degree of urgency of the matter as soon as possible.
- 14.3 The administrator shall distribute any requests from the administration to add a matter of urgent business to the agenda to the members as soon as they are available.
- 14.4 During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises from an unforeseeable situation of urgency.
- 14.5 Council may only consider a matter of urgent business by a majority vote of members present.

15. Order of Business at Meetings

- 15.1 The general order of business of every regular council meeting shall be as follows:
 - (a) Call to order;
 - (b) Approval of agenda;
 - (c) Adoption of minutes;
 - (d) Notice of proclamations;
 - (e) Presentations and recognitions;

- (f) Public and open session;
 - (g) Delegations;
 - (h) Public hearings;
 - (i) Communications;
 - (j) Reports of administration and committees;
 - (k) Mayor and councillors forum;
 - (l) Unfinished business;
 - (m) New business; and
 - (n) Adjournment.
- 15.2 The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:
- (a) otherwise determined upon motion passed by a vote of the majority of the members present to approve the agenda and which vote shall be placed without debate; or
 - (b) the mayor determines during the proceedings of council that for public interest a matter be moved forward to be dealt with promptly.

16. Commencement of Council Meeting

- 16.1 At the hour set for the meeting, or as soon as all members of council present, the mayor, or in his or her absence the deputy mayor, shall take the chair and call the members to order.
- 16.2 In case neither the mayor nor the deputy mayor is in attendance within fifteen (15) minutes after the hour appointed, and subject to a quorum being present, council shall appoint an acting mayor pursuant to section 35 of this bylaw who shall call the meeting to order and shall preside over the meeting until the arrival of the mayor or the deputy mayor, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.
- 16.3 If a quorum is not present fifteen (15) minutes after the time appointed for the meeting, the administrator shall record the names of the members present at the expiration of such time and announce that council shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.
- 16.4 Subject to the Act, if at any meeting the number of members is reduced to less than the number required for a quorum, council shall stand adjourned.
- 16.5 Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, or it shall be placed on the agenda for a special meeting called for the purpose of dealing with the unfinished items.
- 16.6 Members are encouraged to notify the administrator when the member is aware that he or she will be absent from any meeting of council.

17. Quorum

- 17.1 A quorum of council is a majority of members.
- 17.2 Any act or proceeding of council that is adopted at any council meeting at which a quorum is not present is invalid.

18. Minutes

- 18.1 The administrator shall record the minutes of each council meeting without note or comment and shall distribute copies of the minutes to each member at least twenty-four (24) hours prior to a subsequent council meeting.
- 18.2 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 18.3 Any member may make a motion amending the minutes to correct any mistakes.
- 18.4 The minutes of each meeting are to be approved at the next regular meeting of the council and signed by the presiding member and the administrator in accordance with the Act.

19. Proclamations

- 19.1 All requests for proclamations shall be submitted to the mayor for approval, outlining the date to be proclaimed, specific name of day, week or month requested, the reason for the proclamation and information about the group,

- including contact person and telephone number at least fourteen (14) days prior to the proposed date for the proclamation. However, exceptions may be made in extenuating circumstances.
- 19.2 Subject to The Saskatchewan Human Rights Code, the mayor may, in his or her sole discretion, approve the proclamation submitted pursuant to subsection 19.1, provided the proclamation does not:
- (a) promote any commercial business, unless, at the discretion of the mayor, the Proclamation provides a significant benefit to the community;
 - (b) involve any person or organization which promotes hatred of any person or class of persons or otherwise involves illegal activity; or
 - (c) contain any inflammatory, obscene or libelous statement.
- 19.3 The mayor may:
- (a) issue the proclamation:
 - i. in the words and form of the proclamation as submitted; or
 - ii. in words and form chosen by the mayor; or
 - (b) forward the proclamation for consideration by council.
- 19.4 Once the proclamation has been approved, the proclamation shall be noted on the appropriate council agenda as information.
- 19.5 Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests, unless specifically approved by council.
- 19.6 Each organization shall be responsible for any costs and the disseminating of the proclamation to the media and making arrangements for the attendance of the mayor or councillors at the specific function or event.
- 19.7 The local media are requested:
- (a) not to publish any proclamation claiming to be proclaimed by the mayor unless it bears his or her signature; and
 - (b) when publishing a proclamation by the mayor that the proclamation contain only the following:
 - i. the crest of the municipality;
 - ii. the name of the municipality; and
 - iii. the text of the proclamation.

20. Presentations & Recognitions

- 20.1 Presentations shall be listed on the agenda when authorized by the mayor and shall be intended to recognize an individual or group on behalf of council for some award or similar honour which they have received or for a group or individual to present to council some award or similar honour which the municipality has been awarded.

21. Public Hearing

- 21.1 If a public hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.
- 21.2 The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
- (a) the mayor shall declare the hearing on the matter open;
 - (b) the administration shall present a report on the bylaw or resolution under consideration including the administration recommendations;
 - (c) if it is a hearing that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;
 - (d) after the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an opportunity to make representations on the matter under consideration;
 - (e) if it is a hearing that involves an applicant, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the representations of other people;
 - (f) council may request further information from administration;
 - (g) council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
 - (h) the mayor shall declare the hearing closed; and

- (i) council shall then consider the matter and at the conclusion of the deliberations, council shall vote on the bylaw or resolution in accordance with the procedures contained in this bylaw.
- 21.3 The time allowed for each person making representations shall be fifteen (15) minutes.
- 21.4 A hearing may be adjourned to a certain date.
- 21.5 A member shall abstain from taking part in the debate or voting on the bylaw or resolution, which is the subject of the hearing if the member was absent from any part of the public hearing.

22. Communications - General

- 22.1 When a person wishes to have a communication considered by council, it shall be addressed to council, and:
 - (a) clearly set out the matter in issue and the request; and
 - (b) for written communications, must be printed, typewritten or legibly written, contain the mailing address of the writer and be signed with the name of the writer; or
 - (c) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- 22.2 A communication received by the administrator, which does not meet the conditions in subsection 22.1 or is abusive in nature, shall be forwarded to council for review and disposition.
- 22.3 A communication received by the administrator which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 22.4 Bound documents or studies in support of the delegation's notice shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced.

23. Communications – Matters on council Agenda

- 23.1 A written communication pertaining to a matter already on a council agenda must be received by the administrator no later than the agenda deadline in order to be included on the council agenda.
- 23.2 A written communication received before the agenda deadline shall be placed by the administrator on the council agenda and shall be dealt with when the matter is considered by council at its meeting.
- 23.3 In the event that the communication to the administrator is received after the agenda deadline, regarding a subject which is on the agenda, the administrator will bring the request to the attention of council:
 - (a) The individual will be advised by the administrator that the communication may not be considered by council unless the majority of members vote to allow the communication within the motion to approve the agenda.

Communications – Matters not on Council Agenda

- 23.4 A written communication received before the agenda deadline shall be placed by the administrator on the council agenda and shall be dealt with when the matter is considered by council at its meeting.
- 23.5 In the event that the communication to the administrator is received after the agenda deadline, regarding a subject which is not on the agenda, the administrator will bring the request to the attention of council.
- 23.6 The individual will be advised by the administrator that the communication may not be considered by council unless the majority of members vote to allow the communication within the motion to approve the agenda.

24. Delegations – Matters on Council Agenda

- 24.1 When a person wishes to speak to council on a matter already on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, which notice shall include the following:
 - (a) the name and correct mailing address of the spokesperson;
 - (b) telephone number where the representative of the delegation can be reached during the day;

- (c) originally signed, except when submitted by facsimile or e-mail; and
- (d) clearly setting out the subject matter to be discussed and the request being made of council.
- 24.2 A request to speak to council pursuant to subsection 25.1 must be received by the administrator no later than the agenda deadline in order to be included on the council agenda.
- 24.3 In the event that a delegation makes an application to the administrator after the agenda deadline, regarding a subject which is on the agenda, the administrator will bring the request to the attention of council:
 - (a) Delegations will be advised by the administrator that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.
- 24.4 Delegations speaking before council shall address their remarks to the stated business:
 - (a) Delegations will be limited to speaking only once; and
 - (b) Rebuttal or cross debate with other delegations shall not be permitted.
- 24.5 A maximum of fifteen (15) minutes shall be allotted for each delegation to present his or her position of support or opposition.
- 24.6 Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views:
 - (a) Delegations are encouraged not to repeat information presented by an earlier delegation.
 - (b) The mayor shall at the conclusion of fifteen (15) minutes, inform the delegation that the time limit is up.
 - (c) Only upon a motion to extend the fifteen (15) minute limitation adopted by a majority of members shall the fifteen (15) minute limit be extended.
 - (d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 24.7 Upon the completion of a presentation to council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:
 - (a) Members shall not enter into debate with the delegation respecting the presentation; and
 - (b) Once a motion has been moved, no further representation or questions of the delegation shall be permitted.

25. Delegations – Matters not on Council Agenda

- 25.1 When a person wishes to speak to council on a matter not on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, which notice shall include the following:
 - (a) the name and correct mailing address of the spokesperson;
 - (b) telephone number where the representative of the delegation can be reached during the day;
 - (c) originally signed, except when submitted by facsimile or e-mail; and,
 - (d) clearly setting out the subject matter to be discussed and the request being made of council.
- 25.2 A request to speak to council pursuant to subsection 26.1 must be received by the administrator no later than the agenda deadline to be included on the agenda.
- 25.3 The administrator, who shall consult with Council, may refuse to accept a request to speak to council if council has, within the six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.
- 25.4 If a request to speak to council is refused pursuant to subsection 26.3, a copy of the request and reply, shall be forwarded to members by the administrator.
- 25.5 In the event that a delegation makes an application to the administrator after the agenda deadline, regarding a subject which is not on the agenda, the administrator will bring the request to the attention of council.
 - (a) Delegations will be advised by the administrator that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.



26. Mayor and Councillors Forum

- 26.1 Statements shall include the sharing of the following information:
 - (a) events, activities or community functions attended; and
 - (b) general work of members on behalf of council colleagues, constituents and the municipality.
- 26.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

27. Bylaws

- 27.1 Every proposed bylaw must have three (3) distinct and separate readings.
- 27.2 A proposed bylaw must not have more than two (2) readings at a council meeting unless the members present unanimously agree to consider third reading.
- 27.3 A proposed bylaw will be considered by council immediately following consideration of the report or item to which the bylaw relates.
- 27.4 Only the title or identifying number has to be read at each reading of the bylaw.
- 27.5 Each member present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.
- 27.6 Each member present at the meeting at which third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after first reading.
- 27.7 When a bylaw has been given three (3) readings by council, it:
 - (a) becomes a municipal enactment of the municipality; and
 - (b) is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.
- 27.8 The administrator shall be empowered to correct any typographical error that may not have been corrected at the time of submission to council and the bylaw shall have the same status as if council had corrected same.
- 27.9 After passage, every bylaw shall be signed by the mayor and the administrator, pursuant to the Act and marked with the corporate seal of the municipality.

28. Public Forum/Open Session

- 28.1 Any member of the public wishing to speak to council on a municipal matter, may appear at a council meeting, as long as they pre-register with the administrator prior to 12:00 noon on the day of the council meeting so that their name may be placed on a speakers list.
- 28.2 The total time allowed to speak shall be not more than fifteen (15) minutes per individual or delegation.

29. Recess

- 29.1 The council may recess at any time during the meeting.
- 29.2 A motion to recess must state the time of duration of the recess, and must be passed by a majority of the members present.
- 29.3 The council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than fifteen (15) minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

30. Adjournment

- 30.1 All regularly scheduled council meetings shall stand adjourned when the council has completed all business as listed on the order of business.
- 30.2 Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled council meeting, or until a special meeting is called for the purpose of dealing with the unfinished items.

PART IV – CONDUCT AT COUNCIL MEETINGS

31. Mayor

- 31.1 The mayor shall:
- (a) preside at all council meetings;
 - (b) preserve order at council meetings;
 - (c) enforce the rules of council;
 - (d) decide points of privilege and points of order; and
 - (e) advise on points of procedure.
- 31.2 The mayor shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.
- 31.3 The mayor shall have the same rights and be subject to the same restrictions as all other members to make a motion.

32. Deputy Mayor

- 32.1 The council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the councillors a deputy mayor who shall hold office for a term of one (1) year or for such longer period as the council may decide, and in any event until a successor is appointed.
- 32.2 If the mayor, for any reason, is unable to perform the duties of his or her office, the deputy mayor shall have all of the powers of the mayor during the inability.

33. Acting Mayor

- 33.1 Council shall, appoint a member to act as mayor if:
- (a) both the mayor and the deputy mayor, if one has been appointed pursuant to section 35, are unable to perform the duties of his or her office; or
 - (b) the offices of both the mayor and the deputy mayor are vacant.
- 33.2 The member to be appointed, pursuant to subsection 35.1, shall be elected by a majority of the members present.
- 33.3 Where two (2) members have an equal number of votes, the administrator shall:
- (a) write the names of those members separately on blank sheets of paper of equal size, colour and texture;
 - (b) fold the sheets in a uniform manner so the names are concealed;
 - (c) deposit them in a receptacle; and
 - (d) direct a person to withdraw one (1) of the sheets.
- 33.4 The member whose name is on the sheet withdrawn pursuant to subsection 35.3(d) shall be declared elected.

34. Persons Allowed at the Table

- 34.1 No person, except members, the administrator and other members of administration as authorized by the administrator and such persons as are permitted by the mayor shall be allowed to be seated at the council table during the sittings of the council, without permission of the mayor or other presiding member.

35. Conduct of Public

- 35.1 All persons in the public gallery at a council meeting shall:
- (a) refrain from addressing council or a member unless permitted to do so;
 - (b) maintain quiet and order;
 - (c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - (d) refrain from talking on cellular telephones;
 - (e) refrain from making audio or video recordings of council proceedings; and
 - (f) ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

36. Conduct of Delegations

- 36.1 When addressing members at a council meeting, a delegation shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
 - (c) reflecting on a vote of council except when moving to rescind or reconsider it;
 - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.

37. Conduct of Members

- 37.1 Members of council wishing to speak at a meeting shall ensure they do not interrupt another member.
- 37.2 If more than one member wishes to speak at a meeting at the same time, the mayor shall indicate which member shall speak first.
- 37.3 When addressing a council meeting, a member shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
 - (c) reflecting on a vote of council except when moving to rescind or reconsider it;
 - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.
- 37.4 When a member is addressing the council, all other members shall:
- (a) remain quiet and seated;
 - (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- 37.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

38. Improper Conduct

- 38.1 The mayor may request that any person in the public gallery who disturbs the proceedings of council or acts improperly at a council meeting, as set out in section 37, leave or be expelled from the meeting.
- 38.2 The mayor may request that any delegation who addresses council improperly as set out in section 38, leave or be expelled from the meeting.
- 38.3 No person shall refuse to leave a council meeting when requested to do so by the mayor.
- 38.4 Any person who refuses to leave when requested to do so may be removed.
- 38.5 If a person disturbs the proceedings of council or refuses to leave when requested to do so, the mayor may recess the meeting until the person leaves or adjourn the meeting to another day.

39. Leaving the Meeting

- 39.1 Every member who leaves the council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the administrator.

40. Point of Order

- 40.1 A member may rise and ask the mayor to rule on a point of order.

- 40.2 When a point of order is raised, the member speaking shall immediately cease speaking until the mayor decides the point of order raised.
- 40.3 A point of order must be raised immediately at the time the rules of council are breached.
- 40.4 The member against whom a point of order is raised may be granted permission by the mayor to explain.
- 40.5 The mayor may consult the administrator before ruling on a point of order.
- 40.6 A point of order is not subject to amendment or debate.

41. Point of Privilege

- 41.1 A member may rise and ask the mayor to rule on a point of privilege.
- 41.2 After the member has stated the point of privilege, the mayor shall rule whether or not the matter raised is a point of privilege.
- 41.3 If the matter is determined to be a point of privilege, the member who raised the point of privilege shall be permitted to speak to the matter.
- 41.4 If the point of privilege concerns a situation, circumstance or event which arose between council meetings, the member shall raise the point of privilege immediately after adoption of the minutes of the previous council meeting.
- 41.5 The mayor may consult the administrator before ruling on a point of privilege.
- 41.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to council.

42. Point of Procedure

- 42.1 Any member may ask the mayor for an opinion on a point of procedure.
- 42.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the mayor responds to the inquiry.
- 42.3 After the member has asked the point of procedure, the mayor shall provide an opinion on the rules of procedure bearing on the matter before council.
- 42.4 The mayor may consult the administrator before providing an opinion on the point of procedure.
- 42.5 A point of procedure is not subject to amendment or debate.
- 42.6 The mayor's answer to a point of procedure is not a ruling, and cannot be appealed to the whole of council.

43. Appeal

- 43.1 Whenever a member wishes to appeal any ruling of the mayor or a point of order or point of privilege to the whole of council:
 - (a) the motion of appeal, "that the decision of the chair be overruled" shall be made;
 - (b) the member may offer a brief reason for the challenge;
 - (c) the mayor may state the reason for the decision; and
 - (d) following which the question shall be put immediately without debate.
- 43.2 The mayor shall be governed by the vote of the majority of the members present.
- 43.3 A ruling of the mayor must be appealed immediately after ruling is made or the ruling will be final.

44. Calling a Member to Order

- 44.1 When the mayor calls a member to order, the member shall resume his or her seat, but may afterwards explain his or her position in making the remark for which he or she was called to order.
- 44.2 In the event that a member refuses to resume his or her seat when called to order, the mayor shall request the deputy mayor, or if the deputy mayor is absent or is the unruly member, any other member of council to move a resolution to remove the unruly member either:
 - (a) for the balance of the meeting,
 - (b) until a time which shall be stated in the motion, or
 - (c) until the member makes an apology acceptable to council for his or her unruly behavior, whichever shall be the shortest time.
- 44.3 When the majority of council votes in favour of the resolution, the mayor shall direct the unruly member to leave the council chamber, and if the member refuses to leave, the mayor may:

- (a) recess the meeting until the person leaves or adjourn the meeting to another day; or
 - (b) direct that law enforcement officials be engaged to assist in the removal of the unruly member.
- 44.4 When council has directed an unruly member to leave the council chambers, and the member so directed makes an explanation and apology adequate and satisfactory to the council, it may, by a majority vote of the remaining members present, allow the offending member to remain in his or her place if he or she has not left or been removed, or to retake his or her place.

PART V – MOTIONS

45. Motions and Debate

- 45.1 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- 45.2 Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 45.3 When a motion is under debate no other motion may be made, except a motion to:
- (a) amend a motion;
 - (b) refer motion to a council committee or administration for a report back to council;
 - (c) postpone a motion to a fixed date;
 - (d) request that a motion be put to a vote;
 - (e) extend the time for a council meeting; or
 - (f) adjourn the meeting.
- 45.4 Notwithstanding any other provisions of this bylaw, the member, who moved a motion after a motion is under debate, may, with the consent of council:
- (a) on his or her own initiative while he or she is speaking on the same; or
 - (b) when requested by another member speaking on the motion; change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.
- 45.5 Any motions allowed under subsection 47.4 shall be considered in the order in which they were moved.

46. Motion to Amendments

- 46.1 Except as provided in subsection 48.12, any motion may be amended to:
- (a) add words within the motion;
 - (b) delete words within the motion; or
 - (c) change a word or words within the motion.
- 46.2 The amending motion must be:
- (a) relevant to the main motion;
 - (b) made while the main motion is under consideration; and
 - (c) consistent with the principle embodied in the main motion.
- 46.3 An amending motion may also be amended.
- 46.4 A sub amendment must be:
- (a) relevant to the original amendment;
 - (b) made while the original amendment is under consideration; and
 - (c) consistent with the intent of either the original amendment or the main motion.
- 46.5 Only two (2) amendments to a motion, an amendment and a sub amendment, are allowed at the same time. When one or both have been dealt with, a further amendment or sub amendment may be entertained.
- 46.6 There is no limit to the number of amendments or sub amendments that may be proposed.
- 46.7 An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one sub amendment before the meeting at one time.
- 46.8 Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the

intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.

- 46.9 The main motion shall not be debated until all amendments to it have been put to a vote.
- 46.10 Amendments shall be put in the reverse order to the order in which they were moved.
- 46.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 46.12 No amendments shall be made to the following motions:
 - (a) a motion to adjourn;
 - (b) a motion to defer to a fixed date, except as to the date; and
 - (c) a motion requesting that a motion be put to a vote.

47. Dividing a Motion into Parts

- 47.1 A member may request or the mayor may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- 47.2 Council shall then vote separately on each recommendation.
- 47.3 A new motion to add a further recommendation is permitted provided:
 - (a) the proposed recommendation is relevant to the original motion;
 - (b) the proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
 - (c) the original motion has been dealt with.

48. Motion Arising

- 48.1 When a particular matter is before council, a motion arising on the same matter is permitted provided:
 - (a) the proposed motion is related to and rises from the item which has just been considered;
 - (b) the proposed motion does not alter in a significant way the principle embodied in the original motion; and
 - (c) the proposed motion is made before the consideration of any other item of business at the meeting.

49. Request that Motion be put to Vote

- 49.1 A motion requesting that a motion be put to a vote shall not be moved by a member who has spoken to the original motion.
- 49.2 A motion requesting that a motion be put to a vote shall not be amended or debated.
- 49.3 If a motion requesting that a motion be put to a vote is passed by council, the original motion shall immediately be put to a vote of council without any amendment or debate.
- 49.4 If a motion requesting that a motion be put to a vote is not passed by council, the original question may be amended or debated.

50. Motion to Adjourn

- 50.1 A member may move a motion to adjourn a meeting at any time, except when:
 - (a) another member is in possession of the floor;
 - (b) a call for a recorded vote has been made;
 - (c) the members are voting;
 - (d) when council is considering a motion requesting that a motion be put to a vote; or
 - (e) a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
- 50.2 A motion to adjourn shall be decided without debate.

51. Consent Agenda

- 51.1 The consent agenda portion of a meeting is moved, seconded and voted upon without debate as one item regardless of the number of reports included.
- 51.2 If a member wishes to debate an item included in the consent motion, a request to remove the item from the consent agenda must be made before the mayor calls the questions, and the item shall be removed from the consent agenda without further debate or vote.

- 51.3 Any items so removed shall be addressed immediately following approval of the consent agenda.
- 51.4 If an item is removed from the consent agenda pursuant to subsection 53.2 a person may address council on the item.

52. Motion to Move to a Closed Meeting

- 52.1 A member may make a motion that a council meeting move to a closed meeting.
- 52.2 The motion to move to a closed meeting must:
 - (a) be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - (b) the titles or subject of the item(s) to be discussed; and
 - (c) include the reason for the council meeting to be held in a closed meeting.
- 52.3 No bylaw or resolution shall be passed during a closed meeting.

53. Motion Contrary to Rules

- 53.1 The mayor may refuse to put to council a motion which is, in the opinion of the mayor, contrary to the rules and privileges of council.

54. Withdrawal of Motions

- 54.1 The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

55. Motion to Reconsider

- 55.1 A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by council.
- 55.2 A motion to reconsider is in order whether the original motion passed or failed.
- 55.3 A motion to reconsider may only be made at the same council meeting as the original motion was voted on.
- 55.4 A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion.
- 55.5 When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- 55.6 A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- 55.7 A motion to reconsider cannot be amended.
- 55.8 A motion to reconsider shall require a majority vote of the members present at the meeting.
- 55.9 If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.
- 55.10 Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

56. Motion to Rescind

- 56.1 A motion to rescind shall apply to resolutions only, and shall not apply to bylaws passed by council.
- 56.2 A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
- 56.3 A motion to rescind may be made at any time following the council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- 56.4 A motion to rescind may be moved by any council member regardless how they voted on the original motion.
- 56.5 A motion to rescind is debatable.
- 56.6 A motion to rescind may be amended.
- 56.7 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.
- 56.8 A motion cannot be rescinded:
 - (a) when the making or calling up of a motion to reconsider is in order;
 - (b) when action on the motion has been carried out in a way that cannot be undone; or

- (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

57. Motion to Postpone

- 57.1 Where a majority of all members decide to postpone a motion to a fixed date, the motion cannot be considered by council until the fixed date.
- 57.2 Notwithstanding subsection 59.1, council may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.
- 57.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

58. Motion to Refer

- 58.1 A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.
- 58.2 A member making a referral motion generally should include in the motion:
 - (a) the terms on which the motion is being referred; and
 - (b) the time when the matter is to be returned.

59. Debate on Motion

- 59.1 No member shall speak more than once to a motion, until each member has been provided an opportunity to speak on the motion, except to explain a material part of their speech which may have been misquoted or misunderstood.
- 59.2 The mover of the motion shall be given the first opportunity to speak.
- 59.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

60. Legal Advice

- 60.1 Where a majority of the members present at a council meeting wish to receive legal advice in private, council may recess for a period of time sufficient to receive legal advice.

61. Voting of council

- 61.1 A member attending a council meeting shall vote at the meeting on a matter before council unless the member is required to abstain from voting pursuant to the Act or any other Act.
- 61.2 If a member is not required to abstain from voting on a matter before council and abstains from voting, the council member is deemed to have voted in the negative.
- 61.3 The administrator shall ensure that each abstention is recorded in the minutes of the meeting.

62. Voting of Mayor / Reeve

- 62.1 The mayor shall vote with the other members on all questions.

63. Majority Decision

- 63.1 Unless a greater percentage of votes is required by any provision of this bylaw, at every council meeting, all questions are to be decided by a majority vote of the members present.

64. Recorded Vote

- 64.1 Before a vote is taken by council, a member may request that the vote be recorded.
- 64.2 If a vote is recorded, the minutes must show the names of the members present and whether each voted for or against the proposal or abstained.

65. Tied Vote

- 65.1 If there are an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

PART VI – COMMITTEES

66. Procedure for Appointments

- 66.1 The administrator shall utilize the following procedure for appointments to committees:
- (a) Prior to November 1st, by advertisement, invite submissions from the public for appointments to which council is entitled to make appointments to in the ensuing term;
 - (b) Prior to November 1st, invite submissions from members of council for appointments to which council is entitled to make appointments to in the ensuing term;
 - (c) Obtain information from the various committees that council is entitled to make appointments to in the ensuing term regarding the dates and times of their regular meetings and the attendance by council appointed representatives in the previous term; and
 - (d) Compile all applications received and provide the compiled applications to council.

67. Term

- 67.1 Appointments to committees shall be for a two (2) year term beginning on January 1st to December 31st of the following year.
- 67.2 Notwithstanding subsection 70.1, in a general election year, the term of appointments shall be reduced to coincide with the day of the election.
- 67.3 Appointees may be reappointed from term to term to a maximum of two (2) terms on one (1) particular committee.
- 67.4 A member of any committee, excluding members of council, shall only be appointed to a maximum of two (2) committees at one (1) time.
- 67.5 The administrator or committee secretary shall advise council of any members absent for more than two (2) meetings within a calendar year, and request that a warning correspondence be forwarded to the member, as well, if the member misses three (3) meetings, within a calendar year, council be advised to decide if the member should be removed from the committee.
- 67.6 Council may, in its discretion, revoke the membership of any individual whom has been appointed to a committee.

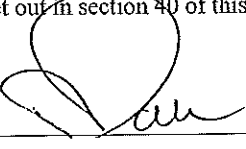
68. Committee Procedures

- 68.1 Council may from time to time establish a committee in response to specific issues requiring immediate or long term attention.
- 68.2 The membership and jurisdiction of a committee shall be as provided for in the enabling legislation or as directed by council.
- 68.3 The mayor is an ex-officio voting member of all committees established by council pursuant to the Act, unless council provides otherwise, and when in attendance, possesses all of the rights, privileges, powers and duties of other members, whether elected or appointed.
- 68.4 The mayor's attendance shall not, however, be included for the purpose of determining a quorum.
- 68.5 Municipal officials shall act only in an advisory capacity to committees of council and shall not be considered voting members or have any voting privileges in respect to participation on any committee appointment.
- 68.6 The chair of all committees established by council shall be designated by council, unless council directs otherwise.
- 68.7 All councillors may attend the meetings of committees established pursuant to the Act, and may take part in the proceedings of the same, except that non-committee members shall not have a vote.
- 68.8 Each committee shall meet as soon as possible after it has been appointed and where a chair has not been appointed by council, members of that committee shall select a chair and vice-chair, and if required, decide the day and time for holding its regular meetings.
- 68.9 The chair shall preside at every meeting, participate in the debate and shall vote on all motions.
- 68.10 In the absence of the chair, the vice-chair shall preside, and in the absence of both the chair and the vice-chair, one (1) of the other members of the

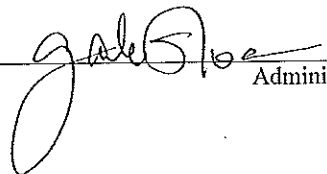
- committee shall be elected to preside, and shall discharge the duties of the chair during the meeting or until the arrival of the chair or Vice-chair.
- 68.11 An act or proceeding of a committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public committee meeting.
- 68.12 Everyone has the right to be present at committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 68.13 Subject to subsection 14, committees shall conduct all committee meetings in public.
- 68.14 Committees may close all or part of the meeting if the matter to be discussed is within one (1) of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 68.15 Notice of regularly scheduled committee meetings is not required to be given.
- 68.16 If a committee changes the date, time or place of a regularly scheduled meeting, the Secretary shall give at least twenty-four (24) hours' notice of the change to:
- (a) any members of the committee not present at the meeting at which the change was made; and
 - (b) the public.
- 68.17 Notwithstanding subsection 71.16, a committee meeting may be held with less than twenty-four (24) hours' notice to all members and without notice to the public if all committee members agree to do so, in writing, immediately before the beginning of the meeting.
- 68.18 The consent to waive notice of a change in date, time or place of a meeting pursuant to subsection 70.17 may be given in person or by facsimile, electronic mail and other similar means.
- 68.19 If a committee cancels its regularly scheduled meeting, the secretary of the committee shall give at least twenty-four (24) hours' notice of the change to:
- (a) all members not present at the meeting at which the decision to cancel was made; and
 - (b) the public.
- 68.20 The Secretary shall call a special meeting of a committee whenever requested to do so, in writing, by the chair or by a majority of the committee members in the same manner as set out in subsection 70.17.
- 68.21 For committees operating without regularly scheduled meeting, it shall be the duty of the chair, or in the chair's absence, the Secretary to call a meeting of the committee whenever requested in writing to do so by a majority of the committee.
- 68.22 The business of committees shall be conducted in accordance with the rules governing the procedure of council or as otherwise established by council for the committee or established by the committee.
- 68.23 Each committee, whom the administrator does not provide secretarial services to, will recommend to the administrator the appointment of a Secretary, who will be responsible for:
- (a) tracking the attendance;
 - (b) preparing meeting agendas and minutes; and
 - (c) reporting the committee's decisions to council.
- 68.24 When a person, or a group of persons, wishes to bring any matter to the attention of a committee or appear as a delegation, a communication shall be addressed to the administrator or the secretary and will be subject to the requirements set out in sections 22 to 26 of this bylaw.
- 68.25 Upon receipt of such communication, the administrator or Secretary shall place the communication on the agenda of the next meeting of the committee for its consideration;
- 68.26 All submissions to committees must be received by the administrator or Secretary within the established deadlines, usually four (4) business days prior to the meeting.
- 68.27 Reporting to committees shall be provided through the administrator or the secretary.
- 68.28 Any notice respecting a committee meeting is deemed to have been given to a member if the notice is:
- (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or

- (c) at the request of the member, provided or sent to the member by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the member.
- 68.29 Notice to the public of a committee meeting as required by subsections 70.16 to 70.19 is sufficient if the notice is posted at the municipal office.
- 68.30 Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting of the committee or at a special meeting called for that purpose.
- 68.31 The Secretary shall record the minutes, without note or comment.
- 68.32 The minutes of the committee shall be distributed to each member at least twenty-four (24) hours' before the next committee meeting for consideration.
- 68.33 After the minutes have received approval of a majority of the members present, they shall be signed by the presiding member and secretary. Once signed, the original minutes shall be forwarded to the administrator for presentation to council and for safekeeping.
- 68.34 All minutes, once approved, shall be open for inspection by the public.
- 68.35 No member shall release or otherwise make public any information considered at a closed meeting, including discussion of the content of such a meeting with persons other than with members of council or with civic staff who are privy to that information:
- (a) unless authorized by council; or
 - (b) until the matter is included on a public agenda of council.
- 68.36 Every committee shall report to council, and no action of any committee shall be binding on the municipality unless:
- (a) power to take such action is expressly conferred on the committee by legislation, bylaw or resolution of council; or,
 - (b) council has considered the report of the committee and if adopted, shall become the resolve of council.
- 68.37 The conduct of delegations or the public at committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in section 38 of this bylaw.
- 68.38 The conduct of members shall be subject to the requirements as set out in section 39 of this bylaw.
- 68.39 The chair may request any individual to be expelled from a meeting, in accordance with the guidelines as set out in section 40 of this bylaw.



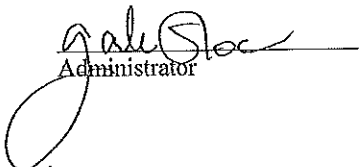


 Mayor



 Administrator

Read a third time and adopted
 this 8 day of December


 Administrator

CERTIFIED A TRUE AND CORRECT COPY OF

Bylaw 2015-06

Dated at Katapawa, SK

This 7 day of January, 2016

Bylaw # 2015-06
Form 1 – Request for a Special Meeting

Date: _____
To: _____, Administrator, Resort Village of the District of
Katepwa

Pursuant to section 123 of the Act, I / we hereby request you to call a special meeting of the Council of the Resort Village of the District of Katepwa to discuss the following matter(s):

1. _____
2. _____
3. _____

Meeting Details:

Location: _____
Date: _____
Time: _____

Dated this ____ day of _____, 20__

SIGNED:

Name: _____
Name: _____
Name: _____
Name: _____

Office Use Only:

- ☐ Members provided notice pursuant to subsection 142(1) of the Act
☐ Notice not provided pursuant to subsection 123(3) of the Act

Bylaw #2015-6
Form 2 – Request for Method of Providing Notice

Date: _____
To: _____, Administrator, Resort Village of the District of
Katepwa
From: _____ (name of council member)

Pursuant to clause 124(1)(c) of the Act, I hereby request notice of council or committee meetings be provided to me by the alternate means:

- ☐ By regular mail (address)
☐ By telephone or voice mail (telephone number)
☐ By facsimile (fax number)
☐ By email (email address)

Check one of the above

This request remains in force until the end of my current term of office unless sooner revoked by me in writing.

Dated this ____ day of _____, 20__

(signature of member)

RESORT VILLAGE OF THE DISTRICT OF KATEPWA

BYLAW NO 2015-05

A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF TAX
CERTIFICATES AND OTHER ASSESSMENT OR TAXATION INFORMATION

The Council of the Resort Village of the District of Katepwa in the Province of
Saskatchewan enacts as follows:

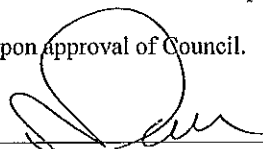
1. This bylaw shall be referred to as the Assessment and Taxation Information Fee Bylaw.
2. In this bylaw:
 - a) "Act" shall mean *The Municipalities Act*;
 - b) "Designated officer" shall mean the Administrator of the municipality or any other person who has been assigned responsibility to issue tax certificates by the council of the municipality;
 - c) "Municipality" shall mean Resort Village of the District of Katepwa
3. Upon receipt of:
 - a) a request for information or service, and
 - b) the appropriate fee as described in Schedule 1, attached hereto and forming a part of this bylaw, the municipality shall provide to the applicant the requested information or service.
4. Notwithstanding Section 3 of this bylaw, no person shall be required to pay a fee to inspect:
 - a) the assessment roll for the current year during the period the roll is open for inspection pursuant to subsection 213(1) of the Act; and
 - b) that portion of the assessment roll for the current year which council has authorized to be available for public inspection at any additional times.
5. In addition to the requirements described within subsection 276(1) of the Act, tax certificates issued by the municipality shall contain the following information:
 - a) tax levy for the previous year, if the taxes for the current year have not yet been levied;
 - b) date of registration and/or the interest number of a tax lien in favour of the municipality;
 - c) the amount of outstanding amounts which may be added to property taxes pursuant to section 405 of the Act.
6. The tax certificate issued by the municipality shall be Form "A", attached hereto and forming a part of this bylaw, which may be amended by the designated officer provided that the amendment does not alter the substance of the form.
7. A tax certificate issued by the municipality shall contain no more than one properties.
8. This bylaw shall come into force and take effect upon approval of Council.



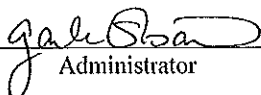
First reading: December 8, 2015

Second reading: December 8, 2015

Third reading: December 8, 2015



Mayor



Administrator

CERTIFIED A TRUE AND CORRECT COPY OF

Bylaw 2015-05

Dated at Katepwa, SK

This 8 day of December, 2015