

The Village of Lucky Lake

Minutes of the regular Council Meeting of the Village of Lucky Lake, held in the Municipal Office in Lucky Lake on June 13th, 2022.

Present were: Mayor: Blaine Trumbley Councilors: Blaine Inverarity, Jason Jessiman, Brent Meyers and CAO Melanie Dyck.

Mayor Trumbley called the meeting to order at 7:30 pm.

1. Agenda Meyers: That the Agenda for the June 13th, 2022 regular Council meeting be accepted as presented. Cd.

2. Minutes Inverarity: That the minutes of the May 9th, 2022 regular Council meeting be adopted as presented. Cd.

3. Reports CAO Dyck gave the administration report on tax arrears, requests for tenders for planned road and ditch work, and the latest WSA inspection. She also gave a report on the outside work the foreman has been doing.

Tanner Traves and Conor Britton from Crosby Hanna & Associates attended the meeting at 7:40 pm.

Tanner and Conor presented the draft Zoning Bylaw to Council and Administration, which incorporates various changes, additions and updates to the current bylaw. There were questions from council and a few clarifications and edits made to the document as needed. They also clarified the process of adopting the new bylaw through Community Planning, and indicated that we should be able to advertise the public hearing once the first reading is done and they finalize the ad for the Outlook paper.

Tanner Traves and Conor Britton left the meeting at 8:15 pm.

4. Financial Jessiman: That the Statement of Financial Activities for the month of May 2022 be accepted as submitted. Cd.

- Meyers: That the Bank Reconciliation at May 31st, 2022 be accepted as presented. Cd.

Resolution 2022-0031 By-Election Date

Inverarity: That council set a by-election date of September 7, 2022 to fill the Council member vacancy.

Cd.

Resolution 2022-0032 2021 Draft Financial Statements

Inverarity: That council approve the draft financial statements for 2021 as issued by Jensen Stromberg Chartered Professional Accountants.

Cd.

Resolution 2022-0033 Tax Enforcement Roll 0032

Meyers: That administration be authorized to proceed under S26(2) of *The Tax Enforcement Act* to continue proceedings by applying to the registrar to transfer the title for the following described land:
Lot 16 Blk/Par 2 Plan BE1242, Title No. 152146414

Cd.

Resolution 2022-0034 Records Disposal

Jessiman: That council approve the list of records for disposal, as attached to these minutes and according to the approved Records Retention and Disposal Schedule.

Cd.

Resolution 2022-0035 Zoning Bylaw 2022-003

Meyers: That Bylaw No. 2022-003 be read a first time.

Cd.

Resolution 2022-0036 Mileage Rate

Jessiman: That council approve a mileage rate of \$0.51 per km, following Saskatchewan Provincial Government guidelines.

Cd.

5. Accounts Meyers: That the List of Accounts, as annexed to and forming a part of these minutes, be approved.

Cd.

6. Correspondence Inverarity: That council accept the correspondence as circulated.

Cd.

Adjourn Jessiman: That this meeting adjourn at 10:48 pm.

Cd.

Next meeting: Monday, July 11th, 2022 at 7:30 pm.



Mayor



CAO

Village Records Disposal Documentation

STARTING IN 2022 - BOX A-1

Date of Disposal	Reason for Disposal	Method of Disposal
	Item	
Box A-1	Income Statements - 1.5 Bank Accounts	7 year retention
Box A-1	Utility Bills 2013 - 1.18 Utility Documents	7 year retention
Box A-1	Receipts 2013 - 1.2 Accounts Receivable	7 year retention
Box A-1	Cheque Stubs and Cancelled and Voided Cheques - 1.5 Bank Account	7 year retention
Box A-1	Deposit Book 2013 - 1.5 Bank Accounts	7 year retention
Box A-1	Invoices 2013 - 1.1 Accounts Payable	7 year retention
Box A-1	Invoice Posting Audit Trail 2013 - 1.1 Accounts Payable	7 year retention
Box A-1	GL Entries for Payments made 2013 - 1.13 Ledgers/Journals	7 year retention
Box A-1	Utility Documents (ledgers and utility roll) - 1.18 Utility Documents	7 year retention
Box A-1	Bank Statements and Reconciliations 2013 - 1.5 Bank Accounts	7 year retention
Box A-1	General Ledger Report 2013 - 1.13 Ledgers/Journals	7 year retention
Box A-1	Education Property Tax Return 2013 - 1.10 Federal/Provincial Remitt	7 year retention
Box A-1	GST Returns 2013 - 1.10 Federal/Provincial Remittance	7 year retention
Box A-1	Auditors Report 2013 - 1.4 Audits and Compliance Reviews	7 year retention
Box A-1	T-4's 2013 - 4.3 Income Tax	7 year retention
Box A-1	Consolidated Statement of Financial Position 2013 - 1.7 Budget Relat	7 year retention
Box A-1	Utility Reports 2013 - 1.18 Utility Documents	7 year retention
Box A-1	Financial Statements 2013 - 1.15 Monthly Financial Statements	7 year retention
Box A-1	Levy Estimate, Credit App., GL Entries 2013 - 1.13 Ledgers/Journals	7 year retention
Box-1	Water Bills 2014 - 1.18 Utility Documents	7 year retention
Box-1	Check Stubs 2014 - 1.5 Bank Accounts	7 year retention
Box-1	Receipts 2014 - 1.2 Accounts Receivable	7 year retention
Box-1	Deposit Book 2014 - 1.5 Bank Accounts	7 year retention
Box-1	Utility Posting Audit Trail 2014 - 1.18 Utility Documents	7 year retention
Box-1	Payment Posting Audit Trail 2014 - 1.1 Accounts Payable	7 year retention
Box-1	Journal Entry Audit Trail 2014 - 1.13 Ledgers/Journals	7 year retention
Box-1	Receipts Posting Audit Trail 2014 - 1.2 Accounts Receivable	7 year retention
Box-1	Employee Remittance 2014 - Federal/Provincial Remittance	7 year retention
Box-1	T4 2014 - 4.3 Income Tax	7 year retention
Box-1	Invoices 2014 - 1.1 Accounts Payable	7 year retention
Box-1	Education Property Tax Return 2014 - 1.10 Federal/Provincial Remittal	7 year retention

Village Records Disposal Documentation

Box-1 GST Returns 2014 - 1.10 Federal/Provincial Remittance	7 year retention
Box-1 Bank Reconciliations 2014 - 1.5 Bank Accounts	7 year retention
Box-1 Statement of Financial Activities 2014 - 1.15 Monthly Financial Statement	7 year retention
Box-1 Income Statements 2014 - 1.15 Monthly Financial Statements	7 year retention
Box-1 Audit Review 2014 - 1.4 Audits and Compliance Reviews	7 year retention
Box-1 Certificate of Confirmation 2014 - 1.4 Audits and Compliance Reviews	7 year retention
Box-1 Assessment Notices 2014 - 2.14 Tax Assessment Records	3 years after superseded
Box-1 RT5 Undelivered Notices 2014 - 2.16 Tax and Assessment Undelivered	7 year retention
Box-1 GL Entry Posting 2014 - 1.13 Ledgers/Journals	7 year retention
Box-1 T4-A 2014 - 4.3 Income Tax	7 year retention
Box-1 Tax Certificates 2013-2014 - 2.17 Tax Certificates	7 year retention
Box-1 Interest Discharges 2012-2014 - 2.19 Tax Enforcement Records	7 year property sold/disposed
Box-1 Tax Enforcement Documents 2014 - 2.19 Tax Enforcement Records	7 year property sold/disposed
Box-1 Sask Lotteries Grant Docs. 1998-2013 - 1.11 Grants	7 year retention
Box-1 Various invoices for Equipment purchases 1980-94 - 1.1 Accounts Payable	equipment gone
Box-1 Lien Removal 2012 - 2.18 Tax Enforcement Records	7 year retention

**THE VILLAGE OF LUCKY LAKE
List of Accounts for Approval**

Date Printed
2022-06-13 12:48 PM

Batch: 2022-00024 to 2022-00027

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Bank Code - AP - GENERAL ACCOUNTS PAYABLE

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
7254- Man	2022-05-31	Linden Berndt				
		May2022Payroll		May Payroll	70.29	70.29
7255- Man	2022-05-31	Gordon Grande				
		May2022Payroll		May Payroll	3,604.85	3,604.85
7256	2022-05-31	Dan Blough				
		Apr2022Sewer		April Sewer Clean	25.00	25.00
7257	2022-05-31	Dennis Bond				
		May2022		May 2022 WTP checks	200.00	200.00
7258	2022-05-31	Coteau Hills Rural Water P.A.				
		16319		Water Charges	3,379.90	3,379.90
7259	2022-05-31	Melanie Dyck				
		May2022-1		Shop/Hedge trimmer	354.36	
		May2022ISC		ISC Deposit	200.00	554.36
7260	2022-05-31	Gordon Grande				
		Apr2022Sewer		April Sewer Clean	25.00	25.00
7261	2022-05-31	Maryann Rusnell				
		May2022		May WTS hours	352.00	352.00
7262	2022-05-31	SaskEnergy				
		845599403315		Fire Hall	244.58	
		295480257485		WTP	573.50	818.08
7263	2022-05-31	SaskPower				
		1293-0072-3428		WTP	449.55	
		1227-0073-5755		Street Lights	755.09	
		1293-0072-3429		Shop	119.86	
		1227-0072-5763		Fire Hall	130.33	
		1425-0072-0259		Campground 2	139.12	
		1425-0082-0259		Campground 1	36.22	
		1755-0072-0052		Airport	63.21	1,693.38
7264	2022-05-31	SaskTel				
		May2022		WTP	91.55	91.55
7265	2022-05-31	Tullis Co-op Assoc. Ltd.				
		2069		Mower filter/shop	76.54	
		Apr2022Diesel		Diesel	241.08	
		Apr2022Gas		Gas	187.60	505.22
7266	2022-05-31	Ministry of Finance				
		May2022		May Collections	1,952.65	1,952.65
7267	2022-05-31	Municipal Employees Pension PI				
		May2022		May Remittance	981.92	981.92
7268	2022-05-31	Canada Revenue Agency				
		May2022		May Remittance	1,799.20	1,799.20
7269	2022-06-13	Beechy-Demaine EMS Inc.				
		2022-03		EMS Contribution	2,000.00	2,000.00
7270	2022-06-13	beePLUS Workplace Solutions				
		327267		office supplies	117.91	117.91
7271	2022-06-13	Clark's Supply & Service Ltd.				
		IN402492		Mower Parts - Fan	124.79	124.79
7272	2022-06-13	Coteau Hills Rural Water P.A.				
		16328		Water Charges	4,641.11	4,641.11

THE VILLAGE OF LUCKY LAKE
List of Accounts for Approval
Batch: 2022-00024 to 2022-00027

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
7273	2022-06-13	Melanie Dyck				
			2022UMAAS	UMAAS Convention Hotel/Mileage	646.02	646.02
7274	2022-06-13	Enviroway Detergent Mfg. Inc.				
			IN061857	Chemical	445.20	445.20
7275	2022-06-13	Greenspot Tire and Ag				
			257	mower tire repair	36.75	36.75
7276	2022-06-13	Ken's Lumber Sales				
			46319	nuts	6.66	
			47081	brush and dustpan	8.87	
			47264	fencing staples	4.98	20.51
7277	2022-06-13	Loraas Disposal North Ltd.				
			0000465158	Waste/Recycle	5,042.41	5,042.41
7278	2022-06-13	The Outlook				
			OU0100023596	Advertising	88.64	88.64
7279	2022-06-13	S.G.I.				
			2022trailer	Pressure washer trailer	66.16	66.16
7280	2022-06-13	S.U.M.A.				
			June2022	June Benefits	468.30	468.30
7281	2022-06-13	Triod Supply				
			000-142769	Spreader	4,239.59	4,239.59
7282	2022-06-13	Tullis Co-op Assoc. Ltd.				
			6482	Gas	33.31	
			3106	Diesel	32.00	
			3269	zip ties - ball diamond	24.40	
			3424	brakleen	28.38	
			4126	Oil	44.44	
			4419	Diesel	32.00	
			4859	Gas/Sewer	215.73	410.26
7283	2022-06-13	Wolseley Waterworks Group				
				Issued to: Wolseley Canada Inc.		
			7197851	Hydrant parts return	-1,217.67	
			7004686	Hydrant parts	500.17	
			6982439	manhole cover	437.12	
			6982438	Hydrant parts	2,478.10	2,197.72
					Total Computer Cheque:	36,598.77

Total AP: 36,598.77

Certified Correct June 13/22

[Signature] Mayor
[Signature] CAO