Village of North Portal
Regular Council Meeting
Wednesday March 15th, 2023
Village Office
204 Park Ave

Present: Mayor Kaylah Turner
Councillor Amy Armstrong
Councillor Amy Belitski
Councillor Chase Buchanan
Administrator Lindsay Davis
Waterworks Jordan Armstrong

A quorum being present, Mayor Turner called the meeting to order at 6:30pm.

Oath of Office taken by Buchanan

Reports

Council

- No report

Waterworks

- Hatch for WTP completed
- Chlorine order for WTP
- Email to CP Rail regarding issues with cistern sent requesting an onsite inspection with village and WSA. Response was CP was going to investigate on site first.
- Annual Notice to Consumers – Armstrong to complete this week

Roads/Maintenance

- Tree Pile – no quote for cleanup yet
- Siren – not replaced yet
- Property maintenance letter to be mailed with March utility bills
- Drainage – contact CFIA regarding plans for spring
- GFL contract expires in May – request quote for curbside service

Hall/Park/Cemetery

- Hall Improvements: check with Sector 1 regarding puck board and window install. Request updated quote from Barry's Plumbing for furnace
- Flag Pole for cenotaph – to be ordered

Village of North Portal
Regular Council Meeting
Wednesday March 15th, 2023
Village Office
204 Park Ave

Admin

- 2022 Audit almost complete
- New computer installed
- Assessment Roll open
- 2nd Draft Budget 2023 presented for review – review minimum tax and mill rate for next meeting

2023-11 Armstrong/Buchanan

Minutes

THAT the minutes of the meeting held January 25th, 2023 be approved as presented.

Carried

2023-12 Belitski/Armstrong

Financials

THAT the February 2023 Financial Statements and Bill List totaling $17,066.83 be accepted and approved as presented.

Carried

NEXT MEETING: Wednesday April 19th, 2023 at 6:30pm

2023-10 Belitski/Armstrong

Adjournment

THAT the meeting be adjourned at 7:27pm.

Carried

Presented to council on the 26 day of Apr , 23 .

Mayor

VILLAGE OF NORTH PORTAL Seal SASKATCHEWAN

Administrator

Report Date
3/09/2023 10:29 AM

Village of North Portal
List of Accounts for Approval
As of 3/09/2023
Batch: 2023-00010 to 2023-00012

Payment # / Invoice #	Date	Vendor Name / GL Account	Reference / GL Transaction Description	Detail Amount	Payment Amount
Bank Code: Gen Bank - General - Spectra Credit Union					
Computer Cheques:					
3377	**2/23/2023**	**Adrian Schindel**	**wages & mileage**		
Feb 2023		530-110-120 - TS - Maint. - Salarie	wages & mileage	1,583.50	
		510-210-170 - GG - Admin. - Train	wages & mileage	88.77	1,672.27
3378	**2/23/2023**	**Johnson Plumbing & Heating**	**WTP parts**		
IN146557		580-430-130 - UT - Water - Matls (	WTP parts	133.94	
		110-340-110 - GST Receivable - 1	Both Tax Code	6.32	
		900-110-130 - GST Paid - Eligible	Both Tax Code	6.32	140.26
3379	**2/23/2023**	**Turnbull Excavating Ltd**	**Salt Sand**		
77517		530-210-100 - TS - Maint. - Contra	Salt Sand	704.21	
		110-340-110 - GST Receivable - 1	Both Tax Code	33.96	
		900-110-130 - GST Paid - Eligible	Both Tax Code	33.96	738.17
3380	**3/09/2023**	**Estevan Mercury**	**Call for Further Nom Advert**		
ESDI00109826		510-200-170 - GG - Cont. - Advert	Advertisement	128.00	
		110-340-110 - GST Receivable - 1	GST Tax Code	6.40	134.40
esdi00109827		510-200-170 - GG - Cont. - Advert	Assessment Roll Advert	128.00	
		110-340-110 - GST Receivable - 1	GST Tax Code	6.40	134.40
				Payment Total:	268.80
3381	**3/09/2023**	**KRJ Custom Fabricating Ltd.**	**Hatch at WTP**		
39717		580-285-140 - UT - Water - Cont. I	Hatch at WTP	1,008.02	
		110-340-110 - GST Receivable - 1	Both Tax Code	47.55	
		900-110-130 - GST Paid - Eligible	Both Tax Code	47.55	1,055.57
3382	**3/09/2023**	**Redriver Lumber Ltd**	**Roof Repair Materials WTP**		
375829		580-285-140 - UT - Water - Cont. I	Roof Repair Materials WT	296.34	
		110-340-110 - GST Receivable - 1	Both Tax Code	13.98	
		900-110-130 - GST Paid - Eligible	Both Tax Code	13.98	310.32
Other:					
74	**2/24/2023**	**Receiver General**	**Remit**		
Feb 2023		510-120-110 - GG - Benefits - Adı		832.02	
		530-150-300 - TS - Maint - Forema		384.01	
		580-120-110 - UT - Water - Benefi		296.98	
		510-130-231 - GG - Benefits - CPI	CPP	440.98	
		510-130-232 - GG - Benefits - EI		189.10	2,143.09
2304	**2/23/2023**	**SUMA**	**remit**		
8056		510-120-120 - GG - Benefits - Adn	Admin	160.61	
		510-130-250 - GG - Benefits - SUI	Employer	240.92	
		510-130-250 - GG - Benefits - SUI	remit	10.50	412.03

Payment # / Invoice #	Date	Vendor Name / GL Account	Reference / GL Transaction Description	Detail Amount	Payment Amount
22301	**2/23/2023**	**MEPP**	**remit**		
Feb 2023		510-120-115 - GG - Benefits - Adn	Remit	360.00	
		580-130-233 - UT-Superannuation		208.69	
		510-130-233 - GG - Benefits - Sup	Remit	568.69	1,137.38
22302	**2/23/2023**	**Sask Tel**	**office, wtp, internet**		
Feb 2023 office		510-300-140 - GG - Utility - Telepl	office, wtp, interent	237.12	
		110-340-110 - GST Receivable - 1	Both Tax Code	11.19	
		900-110-130 - GST Paid - Eligible	Both Tax Code	11.19	248.31
22303	**2/23/2023**	**Sask Tel**	**hall phone**		
Feb 2023 hall		570-330-150 - R&C - Utility - Telep	hall phone	62.59	
		110-340-110 - GST Receivable - 1	Both Tax Code	2.95	
		900-110-130 - GST Paid - Eligible	Both Tax Code	2.95	65.54
22305	**2/23/2023**	**Jordan Armstrong**	**wages, WTP Repairs & mileage**		
Feb 2023		580-110-110 - UT - Water - Salarie	wages & mileage	1,787.20	
		580-230-100 - UT - Water - Travel	wages & mileage	70.34	1,857.54
22306	**2/23/2023**	**Lindsay Davis**	**wages & mileage**		
Feb 2023		510-110-230 - GG - Salaries - Adn	wages & mileage	2,647.37	
		510-210-170 - GG - Admin. - Train	wages & mileage	88.77	2,736.14
30701	**3/07/2023**	**GFL Environmental Inc**	**Trash Removal**		
SK0000404141		540-200-110 - EH - Cont. - Waste	Trash Removal	821.63	
		110-340-110 - GST Receivable - 1	GST Tax Code	41.08	862.71
30702	**3/07/2023**	**Ministry of Finance**	**remit**		
Feb 2023		210-210-190 - Due To PSS Schoo	remit	263.29	263.29
30703	**3/07/2023**	**Sask Power**	**hall energy**		
Feb 23 Hall E		570-300-150 - R&C - Utility - Heat	hall energy	171.43	
		110-340-110 - GST Receivable - 1	GST Tax Code	8.57	180.00
30704	**3/07/2023**	**Sask Power**	**Office, wtp energy**		
Feb 23 office E		510-300-110 - GG - Utility - Heat	Office, wtp energe	1,198.31	
		110-340-110 - GST Receivable - 1	GST Tax Code	59.92	1,258.23
30705	**3/07/2023**	**Sask Power**	**streetlights**		
3570-0044-9667		530-310-100 - TS - Maint. - Utility ·	streetlights	686.50	
		110-340-110 - GST Receivable - 1	GST Tax Code	34.32	720.82
30706	**3/07/2023**	**Sask Power**	**hall power**		
3570-0044-9674		570-310-150 - R&C - Utility - Powe	hall power	23.17	
		110-340-110 - GST Receivable - 1	GST Tax Code	1.16	24.33
30707	**3/07/2023**	**Sask Power**	**welll power**		
1722-0077-4837		580-300-120 - UT - Water - Power	welll power	618.99	

Village of North Portal
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3/09/2023 10:29 AM

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		110-340-110 - GST Receivable - 1	GST Tax Code	30.95	649.94
30708	**3/07/2023**	**Sask Power**	**office power**		
1194-0078-7037		510-300-120 - GG - Utility - Power	office power	307.55	
		110-340-110 - GST Receivable - 1	Both Tax Code	14.54	
		900-110-130 - GST Paid - Eligible	Both Tax Code	14.54	322.09

Total for Gen Bank: 17,066.83

Certified Correct This March 9, 2023

Reeve

Administrator

VILLAGE OF NORTH PORTAL
Seal
SASKATCHEWAN

Village of North Portal
Statement of Financial Activities - Detailed
For the Period Ending February 28, 2023

	Current	Year To Date	Budget	Variance	%
REVENUES					
TAXATION					
Municipal Taxes					
410-130-100 - Discount on Municipal Tax - Property	(28.77)	(140.12)		(140.12)	
	(28.77)	**(140.12)**	**0.00**	**(140.12)**	**0.00**
Penalties on Tax Arrears					
410-400-210 - Penalty on Mun Taxes Arrears - Propei		6,324.26		6,324.26	
	0.00	**6,324.26**	**0.00**	**6,324.26**	**0.00**
TOTAL TAXATION:	**(28.77)**	**6,184.14**	**0.00**	**6,184.14**	**0.00**
FEES AND CHARGES					
Sale of Supplies and Gravel					
420-200-900 - F&C - Other Fees & Charges #1	24.98	234.10		234.10	
	24.98	**234.10**	**0.00**	**234.10**	**0.00**
Recreation Fees					
420-530-200 - F&C - Community Halls Fees	223.42	496.84		496.84	
	223.42	**496.84**	**0.00**	**496.84**	**0.00**
	223.42	**496.84**	**0.00**	**496.84**	**0.00**
TOTAL FEES AND CHARGES:	**248.40**	**730.94**	**0.00**	**730.94**	**0.00**
UTILITIES					
Water					
440-110-100 - Water - Water Sales	223.79	223.79		223.79	
	223.79	**223.79**	**0.00**	**223.79**	**0.00**
Sewer					
440-220-100 - Sewer - Charges	110.77	110.77		110.77	
	110.77	**110.77**	**0.00**	**110.77**	**0.00**
TOTAL UTILITIES:	**334.56**	**334.56**	**0.00**	**334.56**	**0.00**
CONDITIONAL GRANTS					
Provincial					
450-370-200 - Conditional - MMSW Recycling	508.53	508.53		508.53	
	508.53	**508.53**	**0.00**	**508.53**	**0.00**
TOTAL CONDITIONAL GRANTS:	**508.53**	**508.53**	**0.00**	**508.53**	**0.00**
GRANTS IN LIEU OF TAXES					
Provincial					
450-620-100 - GIL - Prov - Sask. Energy	780.87	1,481.16		1,481.16	
	780.87	**1,481.16**	**0.00**	**1,481.16**	**0.00**
Other					
450-800-100 - GIL - Other - SPC Surcharge	1,769.69	3,366.95		3,366.95	
	1,769.69	**3,366.95**	**0.00**	**3,366.95**	**0.00**
TOTAL GRANTS IN LIEU OF TAXES:	**2,550.56**	**4,848.11**	**0.00**	**4,848.11**	**0.00**
INVESTMENT INCOME AND COMMISSIONS					

	Current	Year To Date	Budget	Variance	%
Investment and Income Revenue					
470-100-100 - Interest Revenue	256.28	539.53		539.53	
470-100-200 - Interest Income - Cemetery		56.00		56.00	
	256.28	**595.53**	**0.00**	**595.53**	**0.00**
TOTAL INVESTMENT INCOME AND COMMIS	**256.28**	**595.53**	**0.00**	**595.53**	**0.00**
TOTAL REVENUES:	**3,869.56**	**13,201.81**	**0.00**	**13,201.81**	**0.00**

Village of North Portal
Statement of Financial Activities - Detailed
For the Period Ending February 28, 2023

	Current	Year To Date	Budget	Variance	%
EXPENDITURES					
GENERAL GOVERNMENT SERVICES					
Wages & Benefits					
Wages					
510-110-110 - GG - Council - Indemnity		333.32		(333.32)	
	0.00	**333.32**	**0.00**	**(333.32)**	**0.00**
510-110-230 - GG - Salaries - Administrator	2,647.37	5,294.74		(5,294.74)	
	2,647.37	**5,628.06**	**0.00**	**(5,628.06)**	**0.00**
Benefits					
510-120-110 - GG - Benefits - Administrator	832.02	1,664.04		(1,664.04)	
510-120-115 - GG - Benefits - Admin - Superannuatio	360.00	720.00		(720.00)	
510-120-120 - GG - Benefits - Admin - SUMA Group 4	160.61	321.22		(321.22)	
	1,352.63	**2,705.26**	**0.00**	**(2,705.26)**	**0.00**
510-130-231 - GG - Benefits - CPP	440.98	823.17		(823.17)	
510-130-232 - GG - Benefits - EI	189.10	355.64		(355.63)	
510-130-233 - GG - Benefits - Superannuation	568.69	1,048.47		(1,048.47)	
510-130-250 - GG - Benefits - SUMA Group 60% + Fe	251.42	502.84		(502.84)	
	2,802.82	**5,435.38**	**0.00**	**(5,435.37)**	**0.00**
	5,450.19	**11,063.44**	**0.00**	**(11,063.43)**	**0.00**
Professional/Contract Services					
510-200-110 - GG - Cont. - Legal		250.00		(250.00)	
510-200-150 - GG - Cont. - Assessment - SAMA	2,836.00	2,836.00		(2,836.00)	
510-200-170 - GG - Cont. - Advertising				(256.00)	
510-210-170 - GG - Admin. - Training, Travel & Meals	177.54	355.08		(355.08)	
510-230-110 - GG - Cont. - Insurance - SUMA		13,779.00		(13,779.00)	
510-240-100 - GG - Cont. - Memberships & Subscript		911.10		(911.10)	
510-260-150 - GG - Cont. - Elections	128.00	128.00		(128.00)	
510-290-100 - GG - Cont. Bank Charges	23.50	59.50		(59.50)	
	3,165.04	**18,318.68**	**0.00**	**(18,574.68)**	**0.00**
Utilities					
510-300-110 - GG - Utility - Heat		833.85		(2,032.17)	
510-300-120 - GG - Utility - Power		270.02		(578.30)	
510-300-140 - GG - Utility - Telephone	237.12	474.25		(474.27)	
	237.12	**1,578.12**	**0.00**	**(3,084.74)**	**0.00**
Maintenance, Material and Supplies					
510-400-110 - GG - Maint. - Postage	79.98	79.98		(79.98)	
510-410-140 - GG - Maint. - Office Supplies		50.07		(50.07)	
510-440-100 - GG - Maint. - Data Processing Supplie:	66.59	1,762.59		(1,762.59)	
	146.57	**1,892.64**	**0.00**	**(1,892.64)**	**0.00**
TOTAL GENERAL GOVERNMENT SERVICES	**8,998.92**	**32,852.88**	**0.00**	**(34,615.49)**	**0.00**
PROTECTIVE SERVICES					
FIRE PROTECTION					
Professional/Contractual Services					
525-210-110 - PS - Fire - Contracted Services		6,409.00		(6,409.00)	

	Current	Year To Date	Budget	Variance	%
	0.00	**6,409.00**	**0.00**	**(6,409.00)**	**0.00**
TOTAL FIRE PROTECTION:	**0.00**	**6,409.00**	**0.00**	**(6,409.00)**	**0.00**
TOTAL PROTECTIVE SERVICES:	**0.00**	**6,409.00**	**0.00**	**(6,409.00)**	**0.00**
TRANSPORTATION SERVICES					
MAINTENANCE					
Wages & Benefits					
Wages					
530-110-120 - TS - Maint. - Salaries - Foreman	1,583.50	3,167.00		(3,167.00)	
	1,583.50	**3,167.00**	**0.00**	**(3,167.00)**	**0.00**
Benefits					
530-150-300 - TS - Maint - Foreman - Benefits	384.01	768.02		(768.02)	
	384.01	**768.02**	**0.00**	**(768.02)**	**0.00**
	1,967.51	**3,935.02**	**0.00**	**(3,935.02)**	**0.00**
Professional/Contractual Services					
530-210-100 - TS - Maint. - Contract Street Maintenar	704.21	1,388.51		(1,404.17)	
530-290-200 - TS - Maint - Vehicle Insurance	958.40	958.40		(963.03)	
	1,662.61	**2,346.91**	**0.00**	**(2,367.20)**	**0.00**
Utilities					
530-310-100 - TS - Maint. - Utility - Street Lights		686.50		(1,373.00)	
	0.00	**686.50**	**0.00**	**(1,373.00)**	**0.00**
Maintenance, Materials & Supplies					
530-400-110 - TS - Maint. - Materials & Supplies	95.99	95.99		(95.99)	
530-420-100 - TS - Vehicle/Equip. Repair/Parts/Tools	491.84	491.84		(491.84)	
	587.83	**587.83**	**0.00**	**(587.83)**	**0.00**
Capital Expenditures					
530-600-110 - TS - Purchase of Cap Assets		49,698.91		(49,698.91)	
	0.00	**49,698.91**	**0.00**	**(49,698.91)**	**0.00**
TOTAL MAINTENANCE:	**4,217.95**	**57,255.17**	**0.00**	**(57,961.96)**	**0.00**
TOTAL TRANSPORTATION SERVICES:	**4,217.95**	**57,255.17**	**0.00**	**(57,961.96)**	**0.00**
ENVIRONMENTAL SERVICES					
Professional/Contractual Services					
540-200-110 - EH - Cont. - Waste Collection/Disposal	821.63	821.63		(1,643.26)	
540-200-210 - EH - Waste - Tree Dump Site		1,500.00		(1,500.00)	
	821.63	**2,321.63**	**0.00**	**(3,143.26)**	**0.00**
TOTAL ENVIRONMENTAL SERVICES:	**821.63**	**2,321.63**	**0.00**	**(3,143.26)**	**0.00**
RECREATION AND CULTURAL SERVICES					
Professional/Contractual Services					
570-290-100 - R&C - Cont. - Library Requisition		720.38		(720.38)	
	0.00	**720.38**	**0.00**	**(720.38)**	**0.00**
Utilities - Heat					

	Current	Year To Date	Budget	Variance	%
570-300-150 - R&C - Utility - Heat - Hall		171.43		(342.86)	
	0.00	**171.43**	**0.00**	**(342.86)**	**0.00**
Utilities - Power					
570-310-150 - R&C - Utility - Power - Hall		148.64		(171.81)	
	0.00	**148.64**	**0.00**	**(171.81)**	**0.00**
Utilities - Telephone					
570-330-150 - R&C - Utility - Telephone - Hall	62.59	125.18		(125.18)	
	62.59	**125.18**	**0.00**	**(125.18)**	**0.00**
TOTAL RECREATION AND CULTURAL SERV	**62.59**	**1,165.63**	**0.00**	**(1,360.23)**	**0.00**
UTILITIES					
WATER					
Wages and Benefits					
580-110-110 - UT - Water - Salaries	1,813.16	2,940.76		(2,940.76)	
580-120-110 - UT - Water - Benefits	296.98	380.50		(380.50)	
580-130-233 - UT-Superannuation	208.69	328.47		(328.47)	
	2,318.83	**3,649.73**	**0.00**	**(3,649.73)**	**0.00**
Professional/Contractual Services					
580-230-100 - UT - Water - Travel, Meals & Subsister	44.38	88.76		(88.76)	
580-285-110 - UT - Water - Cont. Repairs - Building		190.77		(190.77)	
580-285-140 - UT - Water - Cont. Repairs - W.T.P.				(1,304.36)	
580-290-100 - UT - Water - Laboratory Testing	87.60	87.60		(87.60)	
	131.98	**367.13**	**0.00**	**(1,671.49)**	**0.00**
Utilities					
580-300-120 - UT - Water - Power		767.64		(1,386.63)	
580-300-140 - UT - Water - TELUS Callout	44.40	141.81		(141.81)	
	44.40	**909.45**	**0.00**	**(1,528.44)**	**0.00**
Maintenance, Materials and Supplies					
580-430-130 - UT - Water - Matls & Suppl - WTP	133.94	133.94		(133.94)	
	133.94	**133.94**	**0.00**	**(133.94)**	**0.00**
TOTAL WATER:	**2,629.15**	**5,060.25**	**0.00**	**(6,983.60)**	**0.00**
TOTAL UTILITIES:	**2,629.15**	**5,060.25**	**0.00**	**(6,983.60)**	**0.00**
TOTAL EXPENDITURES:	**16,730.24**	**105,064.56**	**0.00**	**(110,473.54)**	**0.00**
CHANGE IN NET-FINANCIAL ASSETS	**(12,860.68)**	**(91,862.75)**	**0.00**	**(97,271.73)**	**0.00**
CHANGE IN NET ASSETS	**(12,860.68)**	**(91,862.75)**	**0.00**	**(97,271.73)**	**0.00**
CHANGE IN SURPLUS	**(12,860.68)**	**(91,862.75)**	**0.00**	**(97,271.73)**	**0.00**

	Current	Year To Date	Budget	Variance	%

ACCOUNT BALANCES	Current	Year to Date	Balance
Cash and Investments			
110-110-110 - Cash - On Hand - Petty Cash			300.00
110-110-120 - Cash - Bank - Demand	(4,172.77)	(78,855.24)	87,581.60
110-110-130 - Cash - Bank - Savings	112.27	236.35	73,285.92
110-110-140 - Cash - Waterworks Reserve	144.01	303.18	94,010.59
110-110-150 - Cash - Cemetery Demand		(3.25)	17,002.54
110-110-155 - Cash - Cemetery board special saving:		56.00	33,021.62
Total Cash and Investments:	**(3,916.49)**	**(78,262.96)**	**305,202.27**
Municipal Taxes Receivable			
110-200-100 - Municipal - Tax Receivable - Current	(575.48)	(1,264.33)	(1,264.33)
110-200-110 - Municipal - Tax Receivable - Arrears		5,001.72	45,442.10
110-200-900 - Municipal - Allow. for Uncollected			(16,017.38)
Total Municipal Taxes Receivable:	**(575.48)**	**3,737.39**	**28,160.39**

Village of North Portal
Statement of Financial Activities - Detailed
For the Period Ending February 28, 2023

	Current	Year To Date	Budget	Variance	%
Additional Tax Information					
Receipt of Arrears					
	Receipts		**BalFwd**		
Current Taxes Collected					
	Receipts		**Levy**		
Totals Arrears & Current	0.00	0.00	0.00	0.00	0.00

Certified correct and in accordance with the records

Administrator Name
Administrator Title

Presented to council on

Mar 15/23
(Date)

Head of Council Name
Head of Council Title

VILLAGE OF NORTH PORTAL SASKATCHEWAN
Seal