

**Village of
North Portal**
Regular Council Meeting
Thursday June 18th, 2026
Village Office
211 Antrim St

PRESENT: Mayor Amy Armstrong
Councillor Amy Belitski
Councillor Callie Fair
Councillor Mike Fullawka
Administrator Lindsay Davis

A quorum being present, Mayor Armstrong called the meeting to order at 7:03pm

REPORTS:

Council

- Asset Management: Policy 800-01 and Strategy plan reviewed. SOTIR reviewed. WTP generator needs to be added. Asset Management Plan to be drafted using a simple approach for useability.

Waterworks

- A. Armstrong certification – pending approval OCB
- The hydrant was the cause of the leak at the corner 2nd and Abbot. The hydrant at Ulster/Belfast was repaired. The Park hydrant only leaks when running so repair will be delayed due to repair costs already incurred in 2026
- The Precautionary Water Advisory issued due to hydrant repairs has been rescinded
- Lock at WTP requires regular battery changes.

Roads/Maintenance

- Antrim St will be opened and minor repairs made until it can be graded
- TruGreen Metal to pick up scrap metal. Village has received payment.
- First St Project: additional gravel applied. Dust control will be scheduled for 2027
- Turnbull Excavating to grade streets once it is dry enough.
- Nuisance Property 218 Park Ave – contact owner and interest holder regarding clean-up

Hall/Park/Recreation Centre

- Boiler at Town Hall – Leeway Mechanical has ordered parts
- Fitness Centre: Table tennis repaired. A wish list for equipment to be developed from member feedback.
- Party in the Park – Saturday June 13th, 2026. The new park sign installed. Approximately 60 people attended the party. A financial statement for the event submitted to council.

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- PIFD Smoky Night scheduled for Friday August 7th, 2026

Cemetery

- No Report

Administrator

- Copier repaired
- Summer hours starting in July.
- Archive room to be organised this summer.
- Tax notices issued
- Courtesy reminder letters mailed for 2025 tax arrears
-

BUSINESS:

2026-33 Fair/Belitski

Minutes – May 19th 2026

THAT the minutes of the meeting held May 19th, 2026 be approved as presented.

Carried

2026-34 Fair/Fullawka

Financials

THAT the May 2026 Financial Statements and Bill List for a total of \$111,355.10 be accepted and approved as presented.

Carried

2026-35 Fair/Belitski

Asset Policy 800-01

THAT Asset Management Policy 800-01 be approved as presented.

Carried

2026-36 Fair/Belitski

Municipal Asset Management Strategy

THAT the Village of North Portal Municipal Asset Management Strategy be approved as presented.

Carried

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2026-37 Belitski/Fair

Post Office Hours Request

THAT the letter requesting a change in the North Portal Post Office's hours of operation be approved and mailed to the Local Area Superintendent for Estevan and Weyburn as well as the appropriate union representative.

Carried

2026-38 Belitski/Fullawka

Tax Enforcement Roll 79

THAT TAXervice be authorized under s22(1) of The Tax Enforcement Act to commence proceedings on or after July 16, 2026 to request title with respect to the following described lands:

Roll	79	LOT 19-BLK/PAR 13-PLAN 55056 EXT 0
		LOT 20-BLK/PAR 13-PLAN 55056 EXT 0
		LOT 21-BLK/PAR 13-PLAN 55056 EXT 0
		LOT 22-BLK/PAR 13-PLAN 55056 EXT 0

Carried

Correspondence Reviewed:

- a) SaskEnergy Privacy Breach
- b) STARS voluntary levy request
- c) Complaint received regarding grass at 218 Park Ave

NEXT MEETING: Thursday August 20th, 2026 at 7:00pm

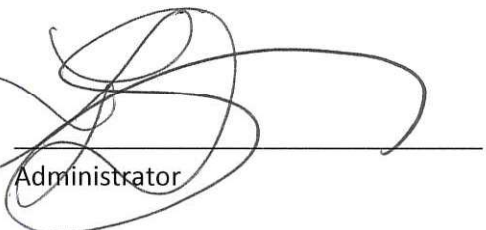
Adjournment

The meeting adjourned at 7:50pm.

Presented to council on the 20th day of August, 2026.


Mayor




Administrator

Date Printed
2026-06-18 11:50 AM

Village of North Portal
List of Accounts for Approval
Batch: 2026-00021 to 2026-00024

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Bank Code - Gen Bank - General - Affinity CU

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3630 3486	2026-05-28	GenCo Asphalt Inc			
		530-600-101 - TS- Capital Expe	CCBF Road Project First St	65,561.00	
		110-340-110 - GST Receivable -	Both Tax Code	3,092.50	
		900-110-130 - GST Paid - Eligib	Both Tax Code	3,092.50 NL	68,653.50
3631 June 2026	2026-06-18	Adrian Schindel			
		530-110-120 - TS - Maint. - Sala	wages	1,574.94	
		510-210-170 - GG - Admin. - Tre	mileage	91.58	1,666.52
3632 215SW0000020	2026-06-18	Fountain Tire Estevan			
		530-420-100 - TS - Vehicle/Equi	tire repair	40.27	
		110-340-110 - GST Receivable -	Both Tax Code	1.90	
		900-110-130 - GST Paid - Eligib	Both Tax Code	1.90 NL	42.17
3633 3511	2026-06-18	GenCo Asphalt Inc			
		530-600-101 - TS- Capital Expe	CCBF Road Project First St	6,786.65	
		110-340-110 - GST Receivable -	Both Tax Code	320.13	
		900-110-130 - GST Paid - Eligib	Both Tax Code	320.13 NL	7,106.78
3634 P68078	2026-06-18	Redhead Equipment Ltd			
		530-420-100 - TS - Vehicle/Equi	Mower parts	135.90	
		110-340-110 - GST Receivable -	Both Tax Code	6.41	
		900-110-130 - GST Paid - Eligib	Both Tax Code	6.41 NL	142.31
3635 86404	2026-06-18	Turnbull Excavating Ltd			
		580-285-110 - UT - Water - Con	Water Line repair	8,785.55	
		110-340-110 - GST Receivable -	Both Tax Code	414.41	
		900-110-130 - GST Paid - Eligib	Both Tax Code	414.41 NL	9,199.96
Total Computer Cheque:					86,811.24

OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
119 June 2026	2026-06-16	Receiver General			
		510-120-110 - GG - Benefits - A		852.20	
		530-150-300 - TS - Maint - Forei		451.56	
		580-120-110 - UT - Water - Beni		111.60	
		510-130-231 - GG - Benefits - C		425.23	
		510-130-232 - GG - Benefits - E		183.05	
		570-110-200 - R&C - Benefits R		0.00	2,023.64
R0-HNMCA6PEVOV 21698	2026-06-16	SUMA			
		510-120-120 - GG - Benefits - A	Admin	179.12	
		510-130-250 - GG - Benefits - S	Employer	279.18	458.30
R0HNKLRQ4IIGQT4 1161-0100-5745	2026-05-27	Sask Power			
		530-300-120 - TS - Maint. - Utilit	shop power	313.35	
		110-340-110 - GST Receivable -	GST Tax Code	15.67	329.02
R0HNLRQ411GQSV May 2026	2026-05-27	Sask Power			
		570-300-150 - R&C - Utility - He	hall energy	185.71	
		110-340-110 - GST Receivable -	GST Tax Code	9.29	195.00
R0HNLRQ4IGQT0	2026-05-27	Sask Power			

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Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
May 2026 office		510-300-110 - GG - Utility - Heat	Office, wtp energie	343.26	
		110-340-110 - GST Receivable	GST Tax Code	17.16	360.42
R0HNLRQ4IGQT2 2778-0083-0176	2026-05-27	Sask Power			
		570-310-150 - R&C - Utility - Power	hall power	113.80	
		110-340-110 - GST Receivable	GST Tax Code	5.69	119.49
R0HNLRQ4IIGQT1 2778-0083-0169	2026-05-27	Sask Power			
		530-310-100 - TS - Maint. - Utilities	streetlights	718.08	
		110-340-110 - GST Receivable	GST Tax Code	35.90	753.98
R0HNLRQ4IIGQT3 2250-0089-761C	2026-05-27	Sask Power			
		580-300-120 - UT - Water - Power	well power	547.75	
		110-340-110 - GST Receivable	GST Tax Code	27.39	575.14
R0HNLRQ4IIGQT5 3867-0050-278C	2026-05-27	Sask Power			
		570-310-110 - R&C - Utility - Power	Church Power	142.27	
		110-340-110 - GST Receivable	GST Tax Code	7.11	149.38
R0HNLRQ4IIGQT6 21363	2026-05-27	SUMA			
		510-120-120 - GG - Benefits - Admin	Admin	179.12	
		510-130-250 - GG - Benefits - Employer	Employer	279.18	458.30
R0HNM0H151INGL0 May 7 2026	2026-06-09	Affinity Mastercard			
		580-290-100 - UT - Water - Lab	Mastercard	21.90	
		570-310-170 - R&C Fitness Cen	Amazon Gym band rack	23.95	
		570-310-170 - R&C Fitness Cen	Amazon Gym Mirrors	599.37	
		570-430-165 - RC - CHURCH - No Frills	No Frills	61.33	
		570-430-165 - RC - CHURCH - No Frills	No Frills	47.91	
		570-310-170 - R&C Fitness Cen	Kettler - Table Tennis	120.37	
		570-310-170 - R&C Fitness Cen	Can Tire - Cleaning cart set	146.11	
		580-250-100 - UT - Water - Merr	OCB Water Op fee	175.00	
		580-290-100 - UT - Water - Lab	Lab Test	21.90	
		580-290-100 - UT - Water - Lab	Lab Test	21.90	
		510-410-140 - GG - Maint. - Office	Amazon - Key cabinet	53.17	
		570-310-170 - R&C Fitness Cen	Schilling	12.87	
		570-430-165 - RC - CHURCH - Coop	Coop	5.98	
		530-420-100 - TS - Vehicle/Equip	Fountain Tire	127.80	
		540-220-110 - EH - Pest Control	Richardson	481.06	
		570-310-170 - R&C Fitness Cen	HofS Poster materials	21.98	
		110-340-110 - GST Receivable	Both Tax Code	0.60	
		900-110-130 - GST Paid - Eligible	Both Tax Code	0.60	NL
		110-340-110 - GST Receivable	GST Tax Code	3.29	1,946.49
R0HNM0H151INGL2 May 2026	2026-06-09	Ministry of Finance			
		210-210-190 - Due To PSS Sch	remit	5,935.47	5,935.47
R0HNM0H151INGL1 C06259	2026-06-16	Nelson Motors & Equip			
		530-420-100 - TS - Vehicle/Equip	Mower Blade	173.56	
		110-340-110 - GST Receivable	Both Tax Code	8.19	
		900-110-130 - GST Paid - Eligible	Both Tax Code	8.19	NL
					181.75
R0HNM6119CEGIQ SK0000468849	2026-06-09	GFL Environmental Inc			
		540-200-110 - EH - Cont. - Waste	Trash Removal	1,108.35	
		110-340-110 - GST Receivable	GST Tax Code	55.42	1,163.77
R0HNMBH1Q159H	2026-06-09	Saskatchewan Health Authority			

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Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3533248		580-290-100 - UT - Water - Lab	Lab Tests	21.90	
		110-340-110 - GST Receivable -	GST Tax Code	1.10	23.00
R0HNMBH1Q15C9I	2026-06-09	Affinity Mastercard			
Jun 7 2026		580-290-100 - UT - Water - Lab	Lab Test	21.90	
		570-430-160 - R&c - Event	SLGA Liquor Lic	84.00	
		570-900-110 - R&C - Flowers, B	Walmart	31.08	
		570-430-165 - RC - CHURCH - I	No Frills	93.31	
		570-900-110 - R&C - Flowers, B	Cdn Tire	22.99	
		570-900-110 - R&C - Flowers, B	Cdn Tire	29.98	
		570-900-110 - R&C - Flowers, B	Tailing Hills	399.11	
		570-430-160 - R&c - Event	Cdn Tire - Solar Lights for C	137.75	
		570-900-110 - R&C - Flowers, B	Cdn Tire	33.92	
		580-290-100 - UT - Water - Lab	Lab Test	21.90	
		530-420-100 - TS - Vehicle/Equi	McComb PTO repair	221.54	
		580-430-130 - UT - Water - Matl	Amazon small pump for che	28.37	
		510-290-100 - GG - Cont. Bank	interest	49.23	
		530-425-110 - TS - Maint. - Oil &	Coop Fuel	64.76	
		110-340-110 - GST Receivable -	Both Tax Code	37.37	
		900-110-130 - GST Paid - Eligib	Both Tax Code	37.37	NL
		110-340-110 - GST Receivable -	GST Tax Code	9.63	1,286.84
R0HNMCA6PEVoV	2026-06-16	MEPP			
June 2026		510-120-115 - GG - Benefits - A	Remit	386.46	
		580-130-233 - UT-Superannuati		153.11	
		510-130-233 - GG - Benefits - S		539.57	1,079.14
Total Other:					17,039.13

E-TRANSFER

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
R0HNM0H15INHDA	2026-06-09	Southeast Regional Library			
2026-02		570-290-100 - R&C - Cont. - Lib	Library Fees	889.87	889.87
R0HNM6119CEG18	2026-06-09	Dynamic Signs Inc			
DS0526		570-310-160 - R&C Capital Expe	Maxwell Park Sign	1,589.75	
		110-340-110 - GST Receivable -	Both Tax Code	74.99	
		900-110-130 - GST Paid - Eligib	Both Tax Code	74.99	NL
					1,664.74
R0HNMBH1Q1598V	2026-06-09	Lindsay Davis			
June 2026		510-110-230 - GG - Salaries - Ac	Wages, Mileage	2,876.22	
		510-210-170 - GG - Admin. - Tr	Wages, Mileage	91.58	2,967.80
r0HNMbh1q16f58	2026-06-09	Jordan Armstrong			
Jun 2026		580-110-110 - UT - Water - Sala		1,436.53	
		510-210-170 - GG - Admin. - Tr		45.79	
		580-230-200 - UT - Water - Clot		500.00	1,982.32
Total E-Transfer:					7,504.73
Total Gen Bank:					111,355.10

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Certified Correct This June 18, 2026


Reeve


Administrator

Village of North Portal
Statement of Financial Activities - Detailed
For the Period Ending May 31, 2026

	Current	Year To Date	Budget	Variance	%
REVENUES					
TAXATION					
Municipal Taxes					
410-110-100 - General Municipal Levy	159,203.47	159,203.47	159,286.00	(82.53)	0.05-
410-120-100 - Abatements and Adjustments					
410-130-100 - Discount on Municipal Tax - Property	(772.72)	(913.78)	(5,000.00)	4,086.22	81.72
410-130-190 - Discount on Municipal Tax - Other					
	158,430.75	158,289.69	154,286.00	4,003.69	2.59
Penalties on Tax Arrears					
410-400-110 - Penalty on Mun Taxes Current - Prope					
410-400-190 - Penalty on Mun Taxes Current - Other					
410-400-210 - Penalty on Mun Taxes Arrears - Prope		8,658.97		8,658.97	
410-400-290 - Penalty on Mun Taxes Arrears - Other					
410-400-310 - Penalty Rebates - Property					
410-400-390 - Penalty Rebates - Other					
	0.00	8,658.97	0.00	8,658.97	0.00
Local Improvement Levy					
410-500-100 - Local Impr Levy - Reconstruction					
410-510-100 - Local Impr Levy - Water & Sewer					
	0.00	0.00	0.00	0.00	0.00
Other					
410-900-100 - Other					
	0.00	0.00	0.00	0.00	0.00
TOTAL TAXATION:	158,430.75	166,948.66	154,286.00	12,662.66	8.21
FEES AND CHARGES					
Custom Work					
420-100-100 - F&C - Custom Work			1,000.00	(1,000.00)	100.00-
	0.00	0.00	1,000.00	(1,000.00)	100.00-
Sale of Supplies and Gravel					
420-200-210 - F&C - Sale of Supplies - Misc.					
420-200-500 - F&C - Sale of Village MERCH					
420-200-900 - F&C - Other Fees & Charges #1	7.13	63.20		63.20	
	7.13	63.20	0.00	63.20	0.00
Rentals					
420-300-100 - F&C - Rentals - Building/Room					
	0.00	0.00	0.00	0.00	0.00
Policing and Fire Fees					
420-400-100 - F&C - Policing Fees					
420-400-110 - F&C - Policing Fees - Fines					
420-400-300 - F&C - Fire Fees					
420-400-700 - F&C - Pound Fees					
	0.00	0.00	0.00	0.00	0.00
Recreation Fees					
Recreation Centre Fees					
420-500-100 - F&C - Rec Centre Fees - FITNESS CE	500.00	3,325.00		3,325.00	
420-500-200 - F&C - Rec Centre Fees - Curling Rink					
420-500-400 - F&C - Rec Centre Fees - Golf					

Village of North Portal
Statement of Financial Activities - Detailed
For the Period Ending May 31, 2026

	Current	Year To Date	Budget	Variance	%
420-500-800 - F&C - Rec Fees - Trailer Park/Campgr					
	500.00	3,325.00	0.00	3,325.00	0.00
420-530-200 - F&C - Community Halls Fees	443.42	2,582.10	3,000.00	(417.90)	13.93-
420-530-255 - F&C - CHURCH Rental Fees		30.00	500.00	(470.00)	94.00-
420-530-260 - F&C- CHURCH - Coffee Time	266.00	1,367.00	3,000.00	(1,633.00)	54.43-
420-530-300 - F&C - Event Food and Beverage Sales			1,000.00	(1,000.00)	100.00-
420-530-500 - F&C - Event Ticket Sales					
420-530-700 - F&C - Event Silent Auction Fundraiser					
420-530-900 - F&C - Event Gaming and Raffles					
	709.42	3,979.10	7,500.00	(3,520.90)	46.95-
	1,209.42	7,304.10	7,500.00	(195.90)	2.61-
Cemetery Fees					
420-600-100 - F&C - Cemetery Fees	200.00	450.00		450.00	
	200.00	450.00	0.00	450.00	0.00
Licenses and Permits					
420-700-100 - F&C - Licenses & Permits					
420-700-200 - F&C - Licenses - Business					
420-700-210 - F&C - Licenses - Pets		20.00		20.00	
420-700-220 - F&C - GST Refund					
420-710-100 - F&C - Permits			300.00	(300.00)	100.00-
	0.00	20.00	300.00	(280.00)	93.33-
Other					
Tax Certificate					
420-800-100 - F&C - Tax Certificate		55.00	100.00	(45.00)	45.00-
	0.00	55.00	100.00	(45.00)	45.00-
General Office Services Provided					
420-800-200 - F&C - General Office Services Provide					
	0.00	0.00	0.00	0.00	0.00
Landfill/Waste Collection Fees					
420-850-120 - F&C - Waste Collection Fees		3,626.66	16,128.00	(12,501.34)	77.51-
	0.00	3,626.66	16,128.00	(12,501.34)	77.51-
	0.00	3,681.66	16,228.00	(12,546.34)	77.31-
TOTAL FEES AND CHARGES:	1,416.55	11,518.96	25,028.00	(13,509.04)	53.98-
UTILITIES					
Water					
440-100-100 - Water					
440-110-100 - Water - Water Sales		7,297.83	35,000.00	(27,702.17)	79.15-
440-120-100 - Water - General Office Services					
440-120-200 - Water - Custom Work					
440-140-100 - Water - Connection Fees					
440-140-200 - Water - Sale of Other #1		5.16		5.16	
440-160-500 - Utility Penalty J.E.					
	0.00	7,302.99	35,000.00	(27,697.01)	79.13-

Village of North Portal
Statement of Financial Activities - Detailed
For the Period Ending May 31, 2026

	Current	Year To Date	Budget	Variance	%
Sewer					
440-200-100 - Sewer					
440-220-100 - Sewer - Charges		5,178.44	24,300.00	(19,121.56)	78.69-
440-230-100 - Sewer - Custom Work					
440-300-100 - UTILITY - Maint/Reconstruction Fee		1,634.18	6,750.00	(5,115.82)	75.79-
	0.00	6,812.62	31,050.00	(24,237.38)	78.06-
TOTAL UTILITIES:	0.00	14,115.61	66,050.00	(51,934.39)	78.63-
UNCONDITIONAL TRANSFERS					
Unconditional Transfers					
450-100-100 - Unconditional Federal Grants					
450-105-100 - Unconditional Provincial Grants					
450-110-100 - Unconditional - (Revenue Sharing)			38,319.00	(38,319.00)	100.00-
450-115-100 - New Deal Grant					
	0.00	0.00	38,319.00	(38,319.00)	100.00-
TOTAL UNCONDITIONAL TRANSFERS:	0.00	0.00	38,319.00	(38,319.00)	100.00-
CONDITIONAL GRANTS					
Federal					
450-210-100 - Conditional - Federal - CAIP					
	0.00	0.00	0.00	0.00	0.00
Provincial					
450-300-100 - Conditional - Prov - Infrastructure					
450-300-150 - Conditional - Fed Prov -CWWF WTP L					
450-300-200 - Conditional - Canada150 WEDC					
450-335-100 - Conditional - Prov - New Deal GTF		3,593.40	7,040.00	(3,446.60)	48.96-
450-350-100 - UnConditional - Prov - MEEP					
450-360-100 - Conditional - PDAP Flood 2011					
450-365-100 - Conditional - WSA Flood Damage Red					
450-370-100 - Conditional - Red Cross Flood Projects					
450-370-200 - Conditional - MMSW Recycling		1,050.12	2,000.00	(949.88)	47.49-
	0.00	4,643.52	9,040.00	(4,396.48)	48.63-
Local					
450-430-100 - Local - Other					
	0.00	0.00	0.00	0.00	0.00
TOTAL CONDITIONAL GRANTS:	0.00	4,643.52	9,040.00	(4,396.48)	48.63-
GRANTS IN LIEU OF TAXES					
Federal					
450-500-100 - GIL - Federal			46,580.00	(46,580.00)	100.00-
	0.00	0.00	46,580.00	(46,580.00)	100.00-
Provincial					
450-600-100 - GIL - Provincial			1,540.00	(1,540.00)	100.00-
450-610-100 - GIL - Prov - SPC Electrical					
450-620-100 - GIL - Prov - Sask. Energy	416.71	2,663.75	3,600.00	(936.25)	26.01-
450-640-100 - GIL - Prov - SPMC - Mun Share					
450-650-100 - GIL - Prov - Sask Tel					
	416.71	2,663.75	5,140.00	(2,476.25)	48.18-

Report Date
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Village of North Portal
Statement of Financial Activities - Detailed
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	Current	Year To Date	Budget	Variance	%
Local					
450-720-100 - GIL - Local - CPR Mainline	0.00	0.00	0.00	0.00	0.00
Other					
450-800-100 - GIL - Other - SPC Surcharge	1,417.81	7,409.27	16,000.00	(8,590.73)	53.69-
	1,417.81	7,409.27	16,000.00	(8,590.73)	53.69-
TOTAL GRANTS IN LIEU OF TAXES:	1,834.52	10,073.02	67,720.00	(57,646.98)	85.13-
LAND SALES - GAIN					
Land Sales Gain					
460-500-100 - Land Sales - Gain	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
INVESTMENT INCOME AND COMMISSIONS					
Investment and Income Revenue					
470-100-100 - Interest Revenue	303.32	1,548.22	3,700.00	(2,151.78)	58.16-
470-100-150 - Interest Income - CAP	0.08	0.38	0.81	(0.43)	53.09-
470-100-200 - Interest Income - Cemetery	303.40	1,548.60	3,700.81	(2,152.21)	58.16-
TOTAL INVESTMENT INCOME AND COMMIS	303.40	1,548.60	3,700.81	(2,152.21)	58.16-
OTHER REVENUES					
Other Revenue					
480-100-100 - Sask Lotteries		1,500.00	1,500.00		
480-130-100 - TIP Grants					
480-150-100 - Donations	800.00	1,975.00		1,975.00	
480-150-200 - RECREATION COMMITTEE Donation:			500.00	(500.00)	100.00-
480-200-100 - Insurance Payout - Hall Roof					
480-200-200 - Other	800.00	3,475.00	2,000.00	1,475.00	73.75
TOTAL OTHER REVENUES:	800.00	3,475.00	2,000.00	1,475.00	73.75
TOTAL REVENUES:	162,785.22	212,323.37	366,143.81	(153,820.44)	42.01-

Village of North Portal
Statement of Financial Activities - Detailed
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	Current	Year To Date	Budget	Variance	%
EXPENDITURES					
GENERAL GOVERNMENT SERVICES					
Wages & Benefits					
Wages					
510-110-110 - GG - Council - Indemnity			8,500.00	8,500.00	100.00
	0.00	0.00	8,500.00	8,500.00	100.00
510-110-140 - GG - Council - Indemnity Committee					
510-110-230 - GG - Salaries - Administrator	2,876.22	14,372.36	36,700.00	22,327.64	60.84
510-110-330 - GG - Salaries - Assistant					
	2,876.22	14,372.36	45,200.00	30,827.64	68.20
Benefits					
510-120-110 - GG - Benefits - Administrator	852.20	4,261.00	12,100.00	7,839.00	64.79
510-120-115 - GG - Benefits - Admin - Superannuation	386.46	1,932.30	4,600.00	2,667.70	57.99
510-120-120 - GG - Benefits - Admin - SUMA Group 4	179.12	1,074.72	1,930.00	855.28	44.32
	1,417.78	7,268.02	18,630.00	11,361.98	60.99
510-130-230 - GG - Benefits - Administrator					
510-130-231 - GG - Benefits - CPP	414.34	2,250.91	5,800.00	3,549.09	61.19
510-130-232 - GG - Benefits - EI	178.88	969.77	2,500.00	1,530.23	61.21
510-130-233 - GG - Benefits - Superannuation	523.11	2,832.89	6,900.00	4,067.11	58.94
510-130-234 - GG - Benefits - Worker Compensation		733.90	1,463.00	729.10	49.84
510-130-250 - GG - Benefits - SUMA Group 60% + F	279.18	1,675.08	3,100.00	1,424.92	45.97
510-140-330 - GG - Benefits - Assistant					
510-140-335 - GG - Benefits - Assist - Superannuation					
510-140-350 - GG - Benefits - Assist - SUMA Group 4					
	2,813.29	15,730.57	38,393.00	22,662.43	59.03
	5,689.51	30,102.93	83,593.00	53,490.07	63.99
Professional/Contract Services					
510-200-110 - GG - Cont. - Legal		350.00	250.00	(100.00)	40.00-
510-200-120 - GG - Cont- Building Municode Inspecti			600.00	600.00	100.00
510-200-130 - GG - Cont. - Audit/Accounting		7,595.96	7,300.00	(295.96)	4.05-
510-200-150 - GG - Cont. - Assessment - SAMA		2,730.00	2,730.00		
510-200-170 - GG - Cont. - Advertising		30.00	50.00	20.00	40.00
510-210-100 - GG - Council Indemnity					
510-210-140 - GG - Council - Committee/Travel/Meal			500.00	500.00	100.00
510-210-150 - GG - Council - Convention/Travel/Meal					
510-210-170 - GG - Admin. - Training, Travel & Meals	183.16	1,098.96	2,200.00	1,101.04	50.05
510-230-100 - GG - Cont. - Insurance - General & Bo					
510-230-110 - GG - Cont. - Insurance - SUMA		25,310.00	25,310.00		
510-240-100 - GG - Cont. - Memberships & Subscript		1,044.17	700.00	(344.17)	49.17-
510-240-150 - GG - Cont. - Conference Fees					
510-260-100 - GG - Cont. - Tax Enforcement/Collecti		(10.00)	200.00	210.00	105.00
510-260-150 - GG - Cont. - Elections					
510-270-100 - GG - Cont. - Equipment			200.00	200.00	100.00
510-270-150 - GG - Cont. - Miscellaneous		190.69	300.00	109.31	36.44
510-280-100 - GG - Cont. - Land/Buildings					
510-290-100 - GG - Cont. Bank Charges	24.50	101.00	315.00	214.00	67.94
	207.66	38,440.78	40,655.00	2,214.22	5.45

Village of North Portal
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	Current	Year To Date	Budget	Variance	%
Utilities					
510-300-110 - GG - Utility - Heat	777.80	2,505.18	5,000.00	2,494.82	49.90
510-300-120 - GG - Utility - Power			2,050.00	2,050.00	100.00
510-300-130 - GG - Utility - Water					
510-300-140 - GG - Utility - Telephone	287.05	835.63	2,800.00	1,964.37	70.16
510-300-150 - GG - Utility - Other					
510-300-160 - GG-Prepaid Expenses					
	1,064.85	3,340.81	9,850.00	6,509.19	66.08
Maintenance, Material and Supplies					
510-400-110 - GG - Maint. - Postage		124.00	1,860.00	1,736.00	93.33
510-410-140 - GG - Maint. - Office Supplies		230.14	1.00	(229.14)	####.##
510-410-160 - GG - Maint. - Other #1					
510-440-100 - GG - Maint. - Data Processing Supplies		2,074.57	2,074.57		
510-450-100 - GG - Maint. - Election Supplies					
510-490-100 - GG - Maint. - Office Repairs & Maint.					
510-490-110 - GG - Maint. - Office Rent					
510-490-150 - GG - Maint. - Other #3		(0.96)		0.96	
510-490-200 - GG - Maint. - Emergency Preparedness					
	0.00	2,427.75	3,935.57	1,507.82	38.31
Grants and Contributions					
510-500-110 - GG - Grants and Contributions			500.00	500.00	100.00
	0.00	0.00	500.00	500.00	100.00
Capital Expenditures					
510-600-110 - GG - Purchase of Cap Assets - Land					
510-600-120 - GG - Purchase of Cap Assets - Building					
510-600-130 - GG - Purchase of Cap Assets - Machinery					
510-600-140 - GG - Purchase of Cap Assets - Equipment					
	0.00	0.00	0.00	0.00	0.00
Interest					
510-700-110 - GG - Bank Interest					
510-710-110 - GG - Long Term Debt Interest					
	0.00	0.00	0.00	0.00	0.00
Allowance for Uncollectibles					
510-800-110 - GG - Allowance for Uncollectibles					
510-800-115 - GG-Bad Debt					
	0.00	0.00	0.00	0.00	0.00
Other					
510-900-110 - GG - Other		0.30		(0.30)	
510-999-999 - GG- Amortization					
	0.00	0.30	0.00	(0.30)	0.00
TOTAL GENERAL GOVERNMENT SERVICES	6,962.02	74,312.57	138,533.57	64,221.00	46.36
PROTECTIVE SERVICES					
POLICE PROTECTION					
Professional/Contractual Services					
520-210-100 - PS - Police - Justice Requisition			6,845.00	6,845.00	100.00
	0.00	0.00	6,845.00	6,845.00	100.00

Village of North Portal
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	Current	Year To Date	Budget	Variance	%
TOTAL POLICE PROTECTION:	0.00	0.00	6,845.00	6,845.00	100.00
FIRE PROTECTION					
Professional/Contractual Services					
525-210-100 - PS - Fire - EMS Contract - 911					
525-210-110 - PS - Fire - Contracted Services		6,409.00	6,409.00		
	0.00	6,409.00	6,409.00	0.00	0.00
TOTAL FIRE PROTECTION:	0.00	6,409.00	6,409.00	0.00	0.00
TOTAL PROTECTIVE SERVICES:	0.00	6,409.00	13,254.00	6,845.00	51.64
TRANSPORTATION SERVICES					
MAINTENANCE					
Wages & Benefits					
Wages					
530-110-110 - TS - Maint. - Council - Indemnity					
530-110-120 - TS - Maint. - Salaries - Foreman	1,574.94	7,874.70	20,470.00	12,595.30	61.53
530-110-140 - TS - Maint. - Salaries - Casual Help					
530-110-150 - TS - Maint. - Salaries - Seasonal					
	1,574.94	7,874.70	20,470.00	12,595.30	61.53
Benefits					
530-150-100 - TS - Maint - Foreman - SUMA 40%					
530-150-200 - TS - Maint - Foreman - Superannuation					
530-150-300 - TS - Maint - Foreman - Benefits	451.56	2,257.80	6,255.00	3,997.20	63.90
530-150-350 - TS - Maint - Seasonal - Benefits					
530-170-100 - TS - Foreman Clothing Allowance		143.09	500.00	356.91	71.38
	451.56	2,400.89	6,755.00	4,354.11	64.46
	2,026.50	10,275.59	27,225.00	16,949.41	62.26
Professional/Contractual Services					
530-200-110 - TS - Maint. - Engineering					
530-210-100 - TS - Maint. - Contract Street Maintenance					
530-210-110 - TS - Maint. - Contract - Surfacing					
530-210-120 - TS - Maint. - Contract - Contract					
530-290-100 - TS - Maint. - Cemetery Contract					
530-290-101 - TS - Maint. - Cont. Repairs - #1 Machir					
530-290-200 - TS - Maint - Vehicle Insurance		958.40		(958.40)	
530-299-900 - TS - FLOOD Mitigation and Recovery					
	0.00	958.40	0.00	(958.40)	0.00
Utilities					
530-300-110 - TS - Maint. - Utility - Heat					
530-300-120 - TS - Maint. - Utility - Power	475.31	1,288.99		(1,288.99)	
530-300-130 - TS - Maint. - Utility - Water					
530-300-140 - TS - Maint. - Utility - Telephone					
530-300-150 - TS - Maint. - Utility - Other					
530-310-100 - TS - Maint. - Utility - Street Lights	1,436.16	3,556.72	8,400.00	4,843.28	57.66
	1,911.47	4,845.71	8,400.00	3,554.29	42.31
Maintenance, Materials & Supplies					
530-400-110 - TS - Maint. - Materials & Supplies		45.55	1,200.00	1,154.45	96.20

Village of North Portal
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	Current	Year To Date	Budget	Variance	%
530-410-130 - TS - Maint. - Small Tools					
530-420-100 - TS - Vehicle/Equip. Repair/Parts/Tools	62.68	62.68	3,000.00	2,937.32	97.91
530-425-110 - TS - Maint. - Oil & Gas	293.90	293.90	2,000.00	1,706.10	85.31
530-430-130 - TS - Maint. - Equipment					
530-440-100 - TS - Maint. - Gravel/Sand			2,500.00	2,500.00	100.00
530-450-100 - TS - Maint. - Culverts/Drainage					
530-460-110 - TS - Maint. - Dust Control					
530-470-100 - TS - Maint. - Road/Street Signs			500.00	500.00	100.00
	356.58	402.13	9,200.00	8,797.87	95.63
Grants and Contributions					
530-500-110 - TS - Maint. - Grants and Contributions					
	0.00	0.00	0.00	0.00	0.00
Capital Expenditures					
530-600-101 - TS- Capital Expend CCBF Road Project	65,561.00	65,561.00	70,000.00	4,439.00	6.34
530-600-110 - TS - Purchase of Cap Assets					
	65,561.00	65,561.00	70,000.00	4,439.00	6.34
Other					
530-900-110 - TS - Kubota Tractor					
530-999-999 - TS- Ammortization					
	0.00	0.00	0.00	0.00	0.00
TOTAL MAINTENANCE:	69,855.55	82,042.83	114,825.00	32,782.17	28.55
CONSTRUCTION					
Maintenance, Materials & Supplies					
535-425-110 - TS - Const. - Oil & Gas					
	0.00	0.00	0.00	0.00	0.00
TOTAL CONSTRUCTION:	0.00	0.00	0.00	0.00	0.00
SNOW REMOVAL					
Professional/Contractual Services					
537-210-100 - TS - Snow - Contracted Removal					
	0.00	0.00	0.00	0.00	0.00
TOTAL SNOW REMOVAL:	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSPORTATION SERVICES:	69,855.55	82,042.83	114,825.00	32,782.17	28.55
ENVIRONMENTAL SERVICES					
Wages and Benefits					
540-110-110 - EH - Salaries					
540-120-110 - EH - Benefits					
	0.00	0.00	0.00	0.00	0.00
Professional/Contractual Services					
540-200-110 - EH - Cont. - Waste Collection/Disposal		4,958.27	14,500.00	9,541.73	65.81
540-200-210 - EH - Waste - Tree Dump Site		1,500.00	1,500.00		
540-210-310 - EH - Cont. - Cemetary Maintenance					
540-220-110 - EH - Pest Control			600.00	600.00	100.00
	0.00	6,458.27	16,600.00	10,141.73	61.09
Other					
540-999-999 - EH - Ammortization					

Village of North Portal
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	Current	Year To Date	Budget	Variance	%
	0.00	0.00	0.00	0.00	0.00
TOTAL ENVIRONMENTAL SERVICES:	0.00	6,458.27	16,600.00	10,141.73	61.09
PUBLIC HEALTH AND WELFARE SERVICES					
Wages and Benefits					
550-110-110 - H&W - Salaries					
550-120-110 - H&W - Benefits					
	0.00	0.00	0.00	0.00	0.00
Professional/Contractual Services					
550-200-110 - H&W - Cont. - Cemetery Maint.					
550-220-100 - H&W - Cont. - Housing Authority/Nursi					
	0.00	0.00	0.00	0.00	0.00
Total PUBLIC HEALTH AND WELFARE SERV	0.00	0.00	0.00	0.00	0.00
RECREATION AND CULTURAL SERVICES					
Wages					
570-110-100 - R&C - Salary Rink Maintenance Seasc		838.47	1,200.00	361.53	30.13
570-110-200 - R&C - Benefits Rink Maint Seasonal		49.99	50.00	0.01	0.02
	0.00	888.46	1,250.00	361.54	28.92
Professional/Contractual Services					
570-270-100 - R&C - Cont. - HALL Contracted Maint			500.00	500.00	100.00
570-280-100 - R&C - Cont. - HALL Contracted Repair			1,000.00	660.27	66.03
570-280-200 - R&C CHURCH Contracted Repairs	339.73	339.73	1,780.00	890.12	50.01
570-290-100 - R&C - Cont. - Library Requisition		889.88			
	339.73	1,229.61	3,280.00	2,050.39	62.51
Utilities - Heat					
570-300-110 - R&C - Utility - Heat - CHURCH					
570-300-150 - R&C - Utility - Heat - Hall	371.42	828.56	1,800.00	971.44	53.97
	371.42	828.56	1,800.00	971.44	53.97
Utilities - Power					
570-310-110 - R&C - Utility - Power - CHURCH	237.42	654.11	1,400.00	745.89	53.28
570-310-120 - R&C Utility - Telephone CHURCH					
570-310-150 - R&C - Utility - Power - Hall	231.52	589.57	1,700.00	1,110.43	65.32
570-310-160 - R&C Capital Expenditures		95.91		(95.91)	
570-310-170 - R&C Fitness Centre Capital Expenses		8,935.87	10,000.00	1,064.13	10.64
	468.94	10,275.46	13,100.00	2,824.54	21.56
Utilities - Telephone					
570-330-150 - R&C - Utility - Telephone - Hall					
	0.00	0.00	0.00	0.00	0.00
Maintenance, Materials and Supplies					
570-430-150 - R&C - Bldg Mat/Supply - Hall		26.49	400.00	373.51	93.38
570-430-155 - RC - CHURCH - Materials & Supplies		1,596.30	500.00	(1,096.30)	219.26-
570-430-160 - R&c - Event		70.03	2,700.00	2,629.97	97.41
570-430-165 - RC - CHURCH - Coffee Time Expense		246.43	1,200.00	953.57	79.46
	0.00	1,939.25	4,800.00	2,860.75	59.60
Grants and Contributions					
570-500-110 - R&C - Grants and Contributions		1,500.00	2,000.00	500.00	25.00
	0.00	1,500.00	2,000.00	500.00	25.00

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	Current	Year To Date	Budget	Variance	%
Other					
570-900-110 - R&C - Flowers, Beautification			500.00	500.00	100.00
570-900-500 - R&C - Hall Roof Insurance Repairs					
570-999-999 - RC- Ammortization					
	0.00	0.00	500.00	500.00	100.00
TOTAL RECREATION AND CULTURAL SERV	1,180.09	16,661.34	26,730.00	10,068.66	37.67
UTILITIES					
WATER					
Wages and Benefits					
580-110-110 - UT - Water - Salaries	1,283.91	8,150.35	20,474.00	12,323.65	60.19
580-120-110 - UT - Water - Benefits	97.73	955.47	2,622.00	1,666.53	63.56
580-120-111 - Utility-CPP					
580-120-150 - UT - Benefits - SUMA Group 40%					
580-130-233 - UT-Superannuation	136.65	900.57	2,285.00	1,384.43	60.59
580-140-110 - UT-CPP					
580-150-110 - UT - SUMA Group 60%					
	1,518.29	10,006.39	25,381.00	15,374.61	60.58
Professional/Contractual Services					
580-230-100 - UT - Water - Travel, Meals & Subsister					
580-230-200 - UT - Water - Clothing Allowance			500.00	500.00	100.00
580-250-100 - UT - Water - Memberships/Subscriptio					
580-260-100 - UT - Water - Conference Fees					
580-270-100 - UT-Water-Training/Continuing Ed		172.72	500.00	327.28	65.46
580-280-100 - UT - Water - Contracted Building Maint					
580-285-100 - UT - Cont. Repairs - Building & Equip.					
580-285-110 - UT - Water - Cont. Repairs - LINES			12,190.00	12,190.00	100.00
580-285-130 - UT - Water - Cont. Repairs - Wells					
580-285-140 - UT - Water - Cont. Repairs - W.T.P.		111.25		(111.25)	
580-290-100 - UT - Water - Laboratory Testing		240.90	700.00	459.10	65.59
580-295-100 - UT - Water - Other Cont. Services			100.00	100.00	100.00
580-295-500 - UT - Water - Portal Connection Fees					
	0.00	524.87	13,990.00	13,465.13	96.25
Utilities					
580-300-110 - UT - Water - Heat					
580-300-120 - UT - Water - Power	1,019.35	2,218.79	8,000.00	5,781.21	72.27
580-300-130 - UT - Water - Water					
580-300-140 - UT - Water - TELUS Callout					
580-300-150 - UT - Water - Other					
580-300-300 - UT - Interest on Long Term Debt					
	1,019.35	2,218.79	8,000.00	5,781.21	72.27
Maintenance, Materials and Supplies					
580-420-100 - UT - Water - Gravel/Sand					
580-430-100 - UT - Water - Materials & Supplies		130.31		(130.31)	
580-430-130 - UT - Water - Matls & Suppl - WTP		698.68	800.00	101.32	12.67
580-440-110 - UT - Water - Testing Materials			4,000.00	4,000.00	100.00
580-450-100 - UT - Water - Chemicals		(354.16)	3,800.00	4,154.16	109.32
580-460-100 - UT - Water - Freight		1,715.03	3,000.00	1,284.97	42.83
	0.00	2,189.86	11,600.00	9,410.14	81.12
Capital Expenditures					

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	Current	Year To Date	Budget	Variance	%
580-600-130 - UT - Water - Pur of Cap Assets - Mach			2,684.00	2,684.00	100.00
580-600-140 - UT -Water -Pur of Capital Assets - Buil					
580-600-150 - UT - Purchase Cap Assets - WTP Upg					
	0.00	0.00	2,684.00	2,684.00	100.00
TOTAL WATER:	2,537.64	14,939.91	61,655.00	46,715.09	75.77
SEWER					
Wages and Benefits					
585-110-110 - UT - Sewer - Salaries					
585-120-110 - UT - Sewer - Benefits					
	0.00	0.00	0.00	0.00	0.00
Professional/Contractual Services					
585-200-110 - UT-SEWER - Contracted		12,682.27	10,000.00	(2,682.27)	26.82-
585-200-120 - UT Sewer - FLOOD Expenses					
585-230-100 - UT - Sewer - Travel, Meals & Subsister					
	0.00	12,682.27	10,000.00	(2,682.27)	26.82-
Capital Expenditures					
585-600-120 - UT - Sewer - Capital Expend. - Lagoon					
	0.00	0.00	0.00	0.00	0.00
Other					
585-999-999 - UT - Ammortization					
	0.00	0.00	0.00	0.00	0.00
TOTAL SEWER:	0.00	12,682.27	10,000.00	(2,682.27)	26.82-
TOTAL UTILITIES:	2,537.64	27,622.18	71,655.00	44,032.82	61.45
TOTAL EXPENDITURES:	80,535.30	213,506.19	381,597.57	168,091.38	44.05
CHANGE IN NET-FINANCIAL ASSETS	82,249.92	(1,182.82)	(15,453.76)	14,270.94	92.35
Change in Non-Financial Assets					
CHANGE IN NET ASSETS	82,249.92	(1,182.82)	(15,453.76)	14,270.94	92.35
Transfer to Capital Fund					
Transfer to Reserves					
CHANGE IN SURPLUS	82,249.92	(1,182.82)	(15,453.76)	14,270.94	92.35

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	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
ACCOUNT BALANCES					
	<u>Current</u>	<u>Year to Date</u>	<u>Balance</u>		
Cash and Investments					
110-110-110 - Cash - On Hand - Petty Cash			(35.00)		
110-110-120 - Cash - Bank - Demand	4,166.54	(73,103.73)	40,854.29		
110-110-130 - Cash - Bank - Savings	(59,777.36)	(58,836.45)	77,093.14		
110-110-140 - Cash - Waterworks Reserve	80.68	2,008.08	55,960.48		
110-110-150 - Cash - Cemetery Demand			19,057.04		
110-110-155 - Cash - Cemetery board special saving	0.08	0.38	52.68		
110-110-160 - Cash - CAP Demand					
110-110-170 - DO NOT USE					
110-120-100 - Short Term Investments					
Total Cash and Investments:	(55,530.06)	(129,931.72)	192,982.63		
Municipal Taxes Receivable					
110-200-100 - Municipal - Tax Receivable - Current	143,651.31	140,830.40	140,830.40		
110-200-110 - Municipal - Tax Receivable - Arrears	(697.52)	(3,030.38)	60,109.41		
110-200-115 - Municipal GIL Receivable					
110-200-180 - Municipal - Local Improve Rec - Curren					
110-200-190 - Municipal - Local Improve Rec - Arrear					
110-200-200 - Municipal - Adjustment/Cancellation					
110-200-900 - Municipal - Allow. for Uncollected			(37,429.46)		
Total Municipal Taxes Receivable:	142,953.79	137,800.02	163,510.35		

Village of North Portal
Statement of Financial Activities - Detailed
For the Period Ending May 31, 2026

Current	Year To Date	Budget	Variance	%
Additional Tax Information				

Receipt of Arrears

Receipts	BalFwd
110-200-110 - Municipal - Tax Receivable - Arrears	

Current Taxes Collected

Receipts	Levy
110-200-100 - Municipal - Tax Receivable - Current	

Totals Arrears & Current	0.00	0.00	0.00	0.00	0.00
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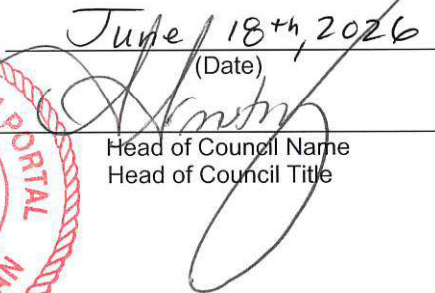
Certified correct and in accordance with the records Presented to council on



Administrator Name
Administrator Title



June 18th, 2026

(Date)


Head of Council Name
Head of Council Title



ASSET MANAGEMENT POLICY 800-1

PURPOSE

This Policy articulates the Village of North Portal's commitment to effective asset management. The purpose of this Policy is to:

- Deliver infrastructure services in a way that meets established levels of service;
- Manage risks, including recognizing the impact of climate change hazards on our ability to deliver services;
- Provide direction to help our community make decisions and prioritize core infrastructure needs;
- Provide direction for the consistent application of asset management by Council and staff; and,
- Reflect the organization's strategic goals with respect to managing infrastructure.

Asset management enables the protection of community-owned assets that deliver core community services, including the water system, sewer system, roads and drainage, recreation, buildings, vehicles, and heavy mobile equipment.

ASSET MANAGEMENT POLICY STATEMENTS

Asset management is an organization-wide approach for managing infrastructure assets to enable the provision of community services. The tangible assets of the Village of North Portal will be managed in accordance with the following principles and the policy statements that support them:

- a) **Realistic Levels of Service:**
The Village of North Portal will establish and strive to deliver levels of service that: comply with all legislated requirements; protect and uphold public safety, community wellbeing and the environment; and reliably meet the informed expectations of stakeholders and the public.
- b) **Informed Decision Making**
Asset management decisions will be based on sufficient, reliable and current inventory information. A consistent approach will be adopted for decision making, including data management, risk analysis, evaluating trade-offs, and record keeping. Decisions that guide capital planning will be made with a holistic view of systems needs across all asset categories, integrated with existing policies, and balanced according to community priorities. Opportunities for regional collaboration will be identified and leveraged.
- c) **Risk Management**



We will build our understanding of how the Village of North Portal is exposed to risks that affect our ability to deliver services, including climate change, to identify areas where we are vulnerable (or could be in the future). This will inform how our infrastructure can be managed more sustainably, for example through the use of natural assets and alternative, renewable energy, as we work towards a more resilient future.

d) Minimum Sustainable Cost

The Village of North Portal will strive to uphold service levels at the minimum sustainable cost by minimizing expenditures on capital and operational costs, without deferring or underfunding maintenance or renewal. A proactive approach will be taken, enabled through long-term financial planning that considers the full lifecycle cost of assets.

e) Continuous Improvement

The Asset Management Policy and Plans will be developed, implemented, evaluated and renewed on an ongoing cycle. Adequate resources will be provided for implementation and training to enable the management of municipal assets according to current good practices.

f) Collaboration

The Village of North Portal will strive to maintain strong relationships and seek opportunities to collaborate with the City of Portal, CBSA, PWGSC, CPKC, the RM of Coalfields, Portal International Fire Department, community groups, local businesses and other stakeholders.

CONTEXT AND INTEGRATION

The context and integration of asset management throughout the organization is formalized through references and linkages between corporate documents, providing a clear line of sight from corporate objectives through to operational implementation. Where possible and appropriate, Council and staff will consider this Policy and integrate it in the development or updating of corporate documents. The Council will utilize opportunities to renew our aging infrastructure with functionally different solutions where possible, recognizing the need to act locally and the benefits of decreased greenhouse emissions and increased adaptive capacity.

KEY RESPONSIBILITIES FOR MANAGING THE ASSET MANAGEMENT POLICY

The performance of asset management is organization specific, reflective of knowledge, technologies and available tools, and will evolve over time. Council retains the sole authority to approve, update, amend, or rescind this Policy. Council has the authority to delegate implementation responsibilities to staff, while providing the resources necessary to support staff in performing delegated responsibilities.



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www.villageofnorthportal.ca

June 10, 2026

Cheyenne Tessier
Local Area Superintendent – Weyburn/Estevan
Canada Post
101 Souris Ave, Weyburn, SK S4H 0W0
1236 5th St, Estevan, SK S4A 0S0
tessic8@cpggpc.ca

Re: North Portal Post Office Hours of Operation

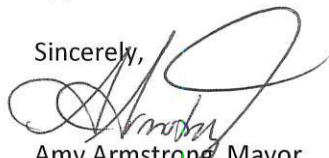
Dear Cheyanne Tessier,

The Village of North Portal Council is requesting a change of hours for the North Portal Post office. We believe the operating hours of our local office could be optimized for our residents and local businesses. Adjusting the business hours to 8:30am to 3:00pm (from 10:00am to 4:30pm) would greatly enhance accessibility and convenience for our community in the following ways:

1. Many residents work in Estevan or in other towns, and the existing hours make it challenging for them to access products and services at their local post office. Revised hours would enable residents to handle their post office transactions, such as renewing their mail boxes and picking up parcels, before leaving for work in the morning.
2. Local businesses often rely on timely mail services for invoicing, receiving payments, and shipping products. Adjusting the hours to accommodate their schedules would enable businesses to operate more efficiently and maintain economic vitality within the community.
3. There would be additional time available for processing packages and purchasing postage before the daily mail pickup. For instance, the village administrator could buy stamps for the quarterly utility bill mailing at 8:45am, allowing the bills to be processed, stamped, and delivered to the post office for same-day dispatch.

We kindly ask Canada Post to consider our request and implement new operating hours that would better serve North Portal. Your cooperation and understanding in this matter would be greatly appreciated.

Sincerely,



Amy Armstrong, Mayor
Village of North Portal

MUNICIPAL ASSET MANAGEMENT STRATEGY

APPROVED BY COUNCIL :

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EXECUTIVE SUMMARY

- Background
- Risk Management
- Asset Management Capability
- Strategy Outlook
- Implementation Plan

1 INTRODUCTION

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1.2 ASSET MANAGEMENT PLANNING PROCESS

2 WHAT ASSETS DO WE HAVE

3 VILLAGE ASSETS AND THEIR MANAGEMENT

3.1 STATE OF THE ASSETS

3.2 LIFE CYCLE COSTS

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3.4 ASSET MANAGEMENT STEERING COMMITTEE

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4 WHERE DO WE WANT TO BE

4.1 MISSIONS, GOALS AND OBJECTIVES

4.2 ASSOCIATED RISKS

5 ASSET MANAGEMENT ACTIVITIES



EXECUTIVE SUMMARY

BACKGROUND

The Asset Management Strategy provides an overview of asset management, its principles and expected benefits from adopting Asset Management.

RISK MANAGEMENT

The overall purpose of the Asset Management Strategy is to understand the cause, effect and likelihood of adverse events occurring, to manage such risks to an acceptable level and to provide an audit trail for the management of risks.

ASSET MANAGEMENT CAPABILITY

An Asset Management Strategy is a high level but very important document that guides the overall asset management activities within an organization. Being a strategy, it is meant to explore long-term issues and ensure the overall plan is limited to key "strategic" issues of the municipality.

STRATEGY OUTLOOK

An Asset Management strategy should be a strategy for identifying and implementing a more cost-effective way of providing and maintaining assets and a way to make the Village of North Portal a better place to live.

IMPLEMENTATION PLAN

The Asset Management strategy is to be implemented after consultation between Council and administrative staff, ensuring that an appropriate level of service is provided for the rate payers of the Village of North Portal.



1 INTRODUCTION

- **Legislative Reform** – The Government of Canada is serious about the infrastructure challenges that this nation faces. The Federation of Canadian Municipalities (FCM) and Infrastructure Canada have a funding program called the Municipal Asset Management Program (MAMP) designed to help municipalities make informed infrastructure investment decisions based on sound asset management practices. The Government of Saskatchewan has made it mandatory that municipalities adopt an Asset Management Policy and Strategy.
- **Asset Management Planning Process** – The Village of North Portal has adopted an Asset Management Policy. We are moving towards a proactive approach to future maintenance needs.

2 WHAT ASSETS DO WE HAVE

The Village of North Portal has the following asset networks:

- **Wastewater network:** sewer mains, lagoon and lift station
- **Water network:** water mains, valves, hydrants, water treatment plant and water meters
- **Transportation network:** gravelled roads, culverts, alleyways, signs

Other assets and service areas of the Village include:

- Buildings
- Equipment
- Recreation Facilities
- Green Spaces/municipal trees

3 VILLAGE ASSETS AND THEIR MANAGEMENT

3.1 STATE OF THE ASSETS

- The bulk of the wastewater network was installed in the early 1962; the lift station was installed in 1990
- The bulk of the water network was installed in 1962; same year as the water treatment plant was built.
- The transportation network is graded annually depending on wear with First St being asphalt installed in 1990, which was converted to gravel in 2026 for ease of maintenance.



3.2 LIFE CYCLE COSTS

In the past, the Village of North Portal guided asset management investments primarily by considering the condition and age of the asset. Now when new assets are considered for

service improvements and growth, the Village looks at the suggested life cycle investment process that will include considerations for risks and level of service.

The Asset Lifecycle Investment Process is as follows:

- Service Target = Asset Information, Data Management Tools, Level of Service
- Identify Needs = Condition, Risk, Level of Service
- Validate Projects = Evaluate a case for the project
- Prioritize & Implement = Make the investment

3.3 ASSET MANAGEMENT STRUCTURE

The Asset Management Structure is centered on an overall implementation approach supported by specific strategies such as:

- Lifecycle Management Strategy – manage assets on the principles of sustainability, continuous improvement and simplicity; minimize lifecycle cost and link capital budget needs to the municipal asset management planning process, quantify the outcome of decisions based on triple bottom line considerations (economical, environmental and social); provide comparable information for intelligent decision-making.
- Level of Service Strategy – maximize the return on investment and spend tax dollars wisely.
- Risk Management Strategy – reduce the risks of environmental violations or service interruptions due to failed or poorly performing assets
- Data Management Strategy – provide reliable data with the integrity to meet or surpass regulatory demands
- Governance, Communication Strategy – reduce knowledge losses as the experienced workforce retires

3.4 ASSET MANAGEMENT STEERING COMMITTEE

The Village of North Portal Asset Management Steering Committee will consist of the Administrator, Council, Waterworks Operator and Maintenance Foreman.

3.5 STRATEGY OUTLOOK

The purpose of the strategy is to set out the approach to implementing the principles set out in the Asset Management Policy. The Asset Management Strategy is about advancing the Asset Management objectives.



4 WHERE DO WE WANT TO BE

4.1 MISSION, GOALS AND OBJECTIVES

Our mission in developing an Asset Management Plan is to align the Village's asset portfolio to better meet the service delivery needs of the community – now and into the future. Long term plans will outline asset activities for each service and provide the business case for long term expenditure forecasts.

Objectives are:

- To maintain the Village of North Portal's assets to agreed levels of service at the lowest cost possible for each year of useful life.
- To identify and implement more cost-effective ways of providing and maintaining assets and making the municipality a better place to live
- To explore emerging technologies that may give the right answer to asset management concerns or even to compel change

4.2 ASSOCIATED RISKS

Failure to deliver the Plan will ultimately impact the ability of the Village to deliver established levels of service.

5 ASSET MANAGEMENT ACTIVITIES

WATERWORKS SYSTEM

Non-Infrastructure Solutions

- Improvements to employee capabilities, communications, training, etc.
- Ongoing search for additional funding: user fees, rates, lobby for transfer funding
- Financial and planning strategies to control cost
- Invest in a computerized maintenance management system

Maintenance Activities

- Scheduled preventative maintenance programs
- Scheduled inspection programs for key assets – e.g. leak detection
- Reactive maintenance for significant portion or asset inventory

Renewal/Rehab Activities

- Watermain rehabilitation based on the current condition of the pipe
- Water facilities replaced based on facility inspection report e.g. replace pumps, valves, etc.



Asset Inventory and Condition

- It is not possible to inspect the condition of underground infrastructure with the same ease as a readily available surface asset. We can collect available data from various sources to rate the water infrastructure which is then used to prioritize renewal activities. This data is gathered from the age of the infrastructure, instances of infrastructure failure or breaks, customer complaints, water operator input and engineering reports.
- The water operator collects data manually regarding valve maintenance, hydrant maintenance and water quality testing.

Financial Planning

- A Waterworks Reserve has been established to cover unexpected repair costs and future infrastructure investments. A maintenance fee is charged through utility billing.
- Provincial and Federal Grant funding programs will be applied to for large improvement projects.
- Approval of any current year projects and water rates are set annually through the budget process.

WASTEWATER SYSTEM

Non-Infrastructure Solutions

- Improvements to employee capabilities, communications, training, etc.
- Changes to level of service
- Operational improvements

Maintenance Activities

- Scheduled preventative maintenance programs for most assets
- Scheduled inspection for key assets, including lift stations and lagoon, generator.
- Routine flushing and cleaning of lift station
- Maintenance of lagoon dikes and banks, inspection of pipes, etc.

Renewal/Rehab Activities

- Wastewater rehabilitation is based on the current condition of the pipe, including spot repairs
- Lift station rehabilitation is based on inspection by the sewer operator/engineer and annual maintenance
- Pumps are replaced as necessitated and a spare pump is always kept on hand

Asset Inventory and Condition

- Wastewater systems face similar challenges for condition evaluation as water pipes but have the benefit of some better information using video inspection capability



- Results from a video inspection can be used to develop strategic replacement, lining and spot repair, and excavation repairs
- Performance indicators such as maintenance history, the number of failures and blockages can all be used in the assessment of the need to replace infrastructure
- Routine operator inspection and maintenance of the lift station and the lagoon are the best indicators of the need to replace infrastructure. Age of the infrastructure coupled with engineering reports are also used

Financial Planning

- A Waterworks Reserve has been established to cover unexpected repair costs and future infrastructure investments. A maintenance fee is charged through utility billing.
- Provincial and Federal Grant funding programs will be applied to for large improvement projects.
- Approval of any current year projects and water rates are set annually through the budget process.

ROADS AND STRUCTURES

Non-Infrastructure Solutions

- Improvements to employee capabilities, communications, training, etc.
- Changes to level of service
- Financial and planning strategies to control costs
- Developing a computerized maintenance management system, prioritizing the replacement of underground infrastructure prior to road renewal

Maintenance Activities

- Routine maintenance such as pothole patching, grading, gravelling and asphalt repair
- Snow removal maintenance
- Reactive maintenance for significant portion of asset inventory
- Maintenance is also triggered by the public who report a specific problem
- Maintenance of street lighting is done by SaskPower, however residents often contact administration to report the outage

Renewal/Rehab Activities

- Roadways should be maintained on a lifecycle basis, based on their current condition and projected deterioration. The asphalted surfaces in North Portal have exceeded their projected lifecycle.
- Asphalted surfaces should not be replaced but converted to gravel for future affordable maintenance.

Asset Inventory and Condition



- Roadways are assessed by the age of the roadway, condition of the roadway, feasibility of incurring the cost for a new roadway over old infrastructure, foreman's advice and engineering reports
- Drainage is a large part of the roadway and improper drainage results in premature failure of the roadway. Drainage construction should be performed on the advice of an engineer
- Council works with contractors and engineers to establish priorities and coordinate construction to optimize project costs and reduce social impact

Financial Planning

- Budgetary constraints determine rehabilitation implementation strategies
- Acceptable levels of service as also a driving force. Residents may be willing to have a gravelled road rather than paying more in taxes or more in the form of local improvement levies.

FIRE

- Given the critical nature of the fire protection service, these assets are rigorously maintained with an annual standby fee paid to the Portal International Fire Department support the reliable delivery of frontline service
- Funding for Fire/First Responder assets are derived through municipal taxes and agreements for service funds from the neighboring rural municipalities and urban municipalities.
- Fire vehicles and equipment replacement decisions should be based on age and expected useful life estimates for each unit, not on condition assessment and maintenance records. Replacement will be financially planned for during the budget process of the Portal International Fire Department. The Village of North Portal may chose to support fundraising, grant applications and other financial considerations to support the infrastructure although it is not technically a village asset.
- Maintenance is performed by volunteer fire fighters and suggested capital purchases are dealt with during the budget process through the Portal International Fire Department

BUILDINGS

- Condition of Village-owned buildings is evaluated by the village Council
- All village-owned buildings are maintained by the public works staff and/or contractors

EQUIPMENT/VEHICLES

- Public works employees perform maintenance and repair on all equipment and vehicles, or in some cases a mechanic is contracted to perform more complicated repairs
- Equipment is replaced when it is deemed that it no longer can perform the work it was intended for



GREENSPACES

- Land does not have a lifecycle and is maintained into perpetuity. Asset management practices are focused on assets other than land such as playground structures, fencing, etc. These structures are maintained by public works and need for replacement or rehab are reported to administration and then to Council
- Problems that need to be addressed can also be triggered by public feedback
- Maintenance issues regarding routine grounds keeping are identified by staff and the public and are prioritized and addressed based on need
- All significant safety issues are addressed immediately
- The Village manages its boulevard trees through planning and maintenance activities including trimming, removals and plantings.
- Tree removal is often necessary in boulevard locations due to the ongoing replacement of aging infrastructure or environmental factors such as storms and old age

EMPLOYEES

- Acknowledgement that it is vital to reduce knowledge loss when experienced employees retire
- Develop human resources strategy to continually have new staff training under those more experienced who can also explain those idiosyncrasies specific to the Village

CONCLUSION

The Asset Management Strategy is the template for the Asset Management Plan. All documents regarding Asset Management are living documents and as such are pliable and should be reviewed and changed as necessitated.