

## Organized Hamlet of Hitchcock Bay

### Regular Meeting

July 26, 2012

Corbett Cabin

Meeting 10:00

### AGENDA

1. Call to order

In attendance: Velma Corbett, Milt Harriman, Benita McNeill, guest Randy Ames (RM Councillor)

2. Adoption of the Agenda

Velma moves adoption, Milt second. Carried

3. Minutes of AGM 2012 – errors or omissions, publish to web site

As per Eddie Ruecker request, wording was changed from ‘committees’ to ‘facets’ of the hamlet in item #7. Minutes can be now sent to RM and uploaded to website.

4. Minutes of June 14, 2012 meeting

Velma moved the minutes as presented. Milt second. Carried. Note: minutes were taken by Kerri Cole.

5. Hamlet Business Arising from the Minutes

Tree trimming on Ellis lot is taking place today as per instruction from RM.

Bender’s permit approval not sanctioned by RM.

Chipper has arrived and is put together.

Sask Power – refer the outdoor irrigation to HBDC meeting

Gravel – complete

Land Management – refer to HBDC

AGM – refer to HBDC for payment of expenses

Terry Seifert motion: It is recognized at the AGM that this is Hamlet business.

Organized Hamlet Board Guidelines stipulates that chair conducts the Hamlet AGM rather than Eldon Madson.

Ken Howell development: RM has approved his development.

Habermel Rollover: petition was put out at AGM, however no one signed it.

6. Review of notes from June 25 and July 13 meetings with RM

Kerri to go into RM and sign up for the benefit plan.

Randy is not aware if anything has been done as yet regarding the accounting of hamlet expenses using the R & M accounting program. RM passed motion

during the June 25<sup>th</sup>, 2012 meeting that Linda prepare copies of hamlet expenses and give copies to Hamlet Board.

That permits will come to us and we will approve, and once approved, they will be given to RM for final approval. A copy will be cc to Hamlet board as well as the individual seeking permit to receive a copy.

According to Christine Christopherson, an organized Hamlet is not required to a specific number of meetings per year.

Two members of OH board to sign invoices to be paid by RM board. This is to be done 3 days before a RM meeting rather than 3 days before month end. Randy Ames will inform us of all RM meetings.

Discussion on audit of OH expenses/revenue: confidentiality regarding costs – dollar values is circulating community that is not correct as auditor has not been chosen.

Mooring issue: Velma contacted PARC for benchmark. We recommend mooring charges be sanctioned and a resolution made by RM in order allow mooring charges to offset expenses regarding sewer, garbage, etc. and to eliminate future trouble of boats coming in uncontrollably.

## 7. Financial Report of the Organized Hamlet of Hitchcock Bay

The OH board approved invoices provided by RM administrator with notes attached. Two invoices were not approved;

- Grading of resort (Curtiss Knight advised at the AGM 2012 that grading of roads and snow removal were not charged to the OH Hitchcock Bay).
- Fire Protection - We were told at the July 13, 2012 RM meeting there would be a 10% inflation factor based on the previous year number. We would like to know who approved this amount of increase and who approved the payment. The numbers provided went from \$1250 (2011) to \$7500 (2012); this is well over 10 percent.

We received correspondence from RM regarding that we are in arrears of \$10,000 as July 26, 2012. In our July 13, 2012 teleconference with Colleen Christopherson at RM building, Colleen advised council that all bills are RM bills and as such they are to be paid by RM.

Regarding the forensic audit, the RM has not completed their search for a forensic auditor. They indicated in their correspondence that they would need to negotiate with the development board to pay for the audit or apply a base tax. The OH board will forward their recommendations for an auditor and the terms of

the audit. The OH board has been advised by Municipal Advisory they are to make a resolution to that effect.

Resolution: Be it resolved that the OH of Hitchcock Bay recommend to the RM that on the advice of Ernst and Young (see attached email) we request the consideration of a local firm, ie Follick and Associates of Outlook, SK. The extent of the audit is to be decided after consultation with the auditor. This audit would include a review of the invoices that support the amounts indicated on the financial statement presented by the RM administrator at year end to insure that the proper amounts are being recorded and really relate to the expenses of OH of Hitchcock Bay.

Be it further resolved the RM provide to the OH of Hitchcock Bay the allocation of the shared costs.

Be it further resolved, in the event that there are discrepancies in the 2011 expenses, a further audit of the 2010 expenses to take place as per AGM 2012 discussion.

If these recommendations are acceptable by RM, then we accept the cost of the audit; however if the RM does not accept these recommendations and pursues a full forensic audit and choice of auditor, the position of the OH of Hitchcock Bay is that all costs will be borne by the RM.

## 9. Reports:

### a. RM

[amesr@agr.gc.ca](mailto:amesr@agr.gc.ca) make sure to enter something in subject line on email.

Randy will send us each one and add us to his contact list.

1-306-573-4620 - home

1-306- 867-3262 – cell

Milt requested from Randy the procedures for authorizing and paying RM invoices. Randy advised that council members reviewed all invoices and Clayton signed off for payment of invoices.

Randy will request the OH board be slated in for August 13 RM meeting at 10 am.

RM need to pass resolution that a established percentage portion of RM expenses be allocated to Hitchcock Bay for those items that are joint shared with RM.

### b. Water Report

### c. Campground Report

Fees for Campground – benchmark is much higher in other areas. Velma handed out 'Campground General Rules and Regulations – April, 2012'

According to our records the letter of understanding from the RM of Coteau dated March 21, 2011 regarding campground gave approval to HBDC not the OH Board.

d. Outside Irrigation Report  
Referred to HBDC board

e. Waste Management Report  
Be it resolved that the OH Hitchcock Bay request that the RM of Coteau prepare a notification for all cottage owners regarding the nuisance bylaw regarding no dumping of garbage on RM roads and local landowner properties. Hamlet will distribute notice.

#### 10. Business from AGM

a. Strategic Planning Meeting: Board, Committees, At Large  
Lynn Sass will set up another meeting with the OH and HBDC board to identify issues, after which she will research the issues and a second meeting will be called with the addition of interested parties to start the strategic plan.

b. Maintenance Supervisor for Organized Hamlet of Hitchcock Bay  
Will be discussed once the audit is completed.

c. Honorariums  
Will be discussed once the audit is completed.

d. Wages  
When an employee sanctioned by the OH is required to attend a full day in-service, a per diem will be paid based on RM rates.

e. Other  
The OH Board officers to be Velma Corbett – Chair, Benita McNeill – Secretary.  
Finance will be collaborative among the 3 members.

Elections committee will be established from the OH residents prior to each AGM no later than one month prior to AGM. The election committee will conduct the election at the AGM as per the Guide to Organized Hamlets – Municipal Affairs Advisory.

Curtis Cunningham was hired for a few days at a rate of \$12.00 as Oliver Rodenhirst was not available.

Milt makes motion to purchase 6 picnic tables from Variety Place Outlook to replace tables that are no longer repairable. Benita second. Carried.

Registration was acquired for utility trailer.  
Correspondence was received from Public Health regarding public bathrooms to install hose bib vacuum breakers. Milt will take care of this.

Correspondence received from Richard Appleby regarding the cutting and baling of the green space area. Action completed as of today's date.

Correspondence received from Brent MacDonald regarding bylaw enforcement.

12. Set date for next meeting

August 10, 2012 at 10 am to deal with outstanding business and financials.

13. Adjournment

NOTE: Meeting protocol - Meeting will last 2 hours and resume at next meeting if agenda is not completed

