

Organized Hamlet of Hitchcock Bay

Regular Meeting

September 5, 2012

Corbett Residence

Meeting 7:00

AGENDA

1. Call to order

In attendance: Velma Corbett, Milt Harriman, Benita McNeill

2. Adoption of the Agenda

Velma moves adoption, Milt second. Carried

3. Minutes of July 26 Regular Meeting and Aug 13 Special Meeting.

Benita moved the minutes as presented. Milt second. Carried.

4. Hamlet Business Arising from the Minutes

- a. Permits – Linda called and gave Milt a list verbally.
- b. She indicated that she would follow up with a letter which has been yet been received.
- c. 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.

RESOLUTION: Be it resolved that the OH Hitchcock Bay request that the RM of Coteau share their per diem rates and wages for attending conferences and meetings for employees and for councillors.

5. Financial Report of the Organized Hamlet of Hitchcock Bay

The OH board approved invoices provided by RM administrator .

RESOLUTION: Be it resolved that the OH Hitchcock Bay request that the RM of Coteau fax invoices to either Velma or Milt if they are received between the date of financial review by the Organized Hamlet and the date of the RM Board meeting. The invoices will be recorded and initialed by the person receiving the fax and either faxed or scanned and sent to the other person for initialing. One person will be responsible for returning approved invoices to RM Office before the RM Meeting.

Be it further resolved that the Organized Hamlet of Hitchcock Bay request that documentation regarding wages paid out on their behalf by the RM Of Coteau be shared with the Board for the preparation of monthly Organized Hamlet Profit and Loss Statements.

Be it further resolved that the Organized Hamlet of Hitchcock Bay request that the RM Administrator prepare a Transactions by Account Report for each month and include it in the invoices folder prepared for the Organized Hamlet.

6. Other Business:

a. RM: Randy Ames was unable to attend as RM representative.

1. Several July bills were not paid: Ones listed by Linda were: Velma Corbett for photocopying, Milt Harriman (various), KGS, Western Sales, Tullis Co-op.
2. OH Board replied to letters from RM.
 - i) First letter was regarding the forensic audit. The Board accepted the Phase One of the proposal.
 - ii) Second letter was regarding two issues:
 - the payment of 25% of shared costs – accepted by the board
 - the movement from 25 to 40 % of taxes being retained – not approved.

The OH Board will present arguments at the September RM Meeting why the approval was not forthcoming. If the Council and the Board cannot come to a resolution, the OH Board will request an appeal.

d. Water Report

The OH Board discussed a job description for the Water Operator Position based on information supplied by Kerri Cole, the current operator.

e. Campground Report

A letter has been prepared to be shared with the present long term seasonal campers along with the Campground Rules and Regulations. These regulations were shared with the RM via Randy Ames at the last regular meeting of the OH Board on July 26, 2012. As per a previous motion, April 21, fees for 2013 will be \$750 and cheques will be made payable to RM of Coteau for OH of Hitchcock Bay.

RESOLUTION: Be it resolved that the OH Hitchcock Bay request that the RM of Coteau allow the OH of Hitchcock Bay to charge moorage and docking fees for long term moorage of houseboats and/or sailboats in the boat launch area of Hitchcock Bay. There is an added cost to the OH because the people using this moorage use the fish shack and washroom facilities at the boat dock for which the OH is presently responsible for the costs.

f. Waste Management Report

Waste Management is a huge cost with 50 dumpsters and 2 green dumpsters in the month of July. The OH cannot sustain this cost over time with less of the taxes reverting to the OH.

Be it resolved that the OH of Hitchcock Bay request that the RM of Coteau prepare a notification for all cottage owners which sets out waste management charges as follows:

- a. \$15 per month for year round residents. OH Board will supply a list of year round residents.
- b. \$10 per month for seasonal

This charge would be due biannually, June 30 and December 30 of each year.

7. Business from AGM

a. Strategic Planning Meeting: Board, Committees, At Large
Hitchcock Bay Development Corporation has agreed to pay for the costs of the first session of the Strategic Planning Process.

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.

8. Set date for next meeting

The RM Meeting September 10, 2012 at 10:00.

October 4, 2012 at 10 am to deal with outstanding business and financials.

9. Adjournment

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

AUGUST INVOICES
Reviewed September 4, 2011

August 1	Pinnacle (1/2 HBDC 58.28)	\$ 29.14
August 13	Ministry of Health (Lab Test)	21.00
July 31	Millar's (Septic Tank Beach)	113.03
July	Millar's Dumpsters	
	4 (4)	126.00
	4 (7)	320.46
	7 (6)	274.30
	19 (7)	318.70
	23 (7)	317.37
	27 (7)	316.93
	30 (5)	226.38
	13 (7)	<u>319.14</u>

	50	\$ 2219.28
July	Millar's All Green Recycling	
	13	461.61
	31	<u>458.42</u>
		\$ 920.03
Aug 1	RCMP Ministry of Justice (\$14,448 x 25%)	3812.00
July 22	Birsay Kitchen (1/2 HBDC 236.20)	118.10
July 11	Birsay Community Club (1/2 HBDC 125.00)	62.50
Aug 21	Sask Power	
	6687 Shop	233.32
	5780 Shop	191.33
	Streetlights	42.38
	<u>Pump House</u>	<u>437.62</u>
		\$ 904.65
Not included: Don's wages and Kerri's wages		
Total:		\$8202.00