

Resort Village of Elk Ridge  
Meeting Minutes  
January 17<sup>th</sup>, 2023 Regular Meeting of Council

A Regular Meeting of Council of the Resort Village of Elk Ridge was held at the Elk Ridge Golf Resort on January 17<sup>th</sup>, 2023.

Present: Mayor Garry McKay (*via Teams Meeting*)  
Councillor Danberg  
Councillor Trudy Engel  
Councillor Ross Hewett  
Councillor Margaret Smith-Windsor  
  
Heather Scott, CAO

1. **Call to Order** – The Mayor called the meeting of Council to order at 3:01 p.m.

2. **Approval of Agenda:**

**005-2023 SMITH-WINDSOR:** That the letter from the CAO dated January 17<sup>th</sup>, 2023 be added to the incamera labour item.

**SECONDED: HEWETT** **CARRIED**

**006-2023 HEWETT:** That the agenda for this meeting be approved as amended.

**SECONDED: ENGEL** **CARRIED**

3. **Adoption of Minutes:**

3.1– Minutes of the November 29<sup>th</sup>, 2022 meeting.

**007-2023 SMITH-WINDSOR:** That the Minutes of the November 29<sup>th</sup>, 2022 Meeting be approved as amended.

**SECONDED: ENGEL** **CARRIED**

3.2– Minutes of the January 10<sup>th</sup>, 2023 Special meeting.

**008-2023 DANBERG:** That the Minutes of the January 10<sup>th</sup>, 2023 Special Council meeting be approved as presented.

**SECONDED: ENGEL** **CARRIED**

4. **Declaration of Conflict of Interest:** None

5. **Delegations Scheduled:** None

- 6. **Public Hearings:** None
- 7. **Public Acknowledgements:** None
- 8. **Business Arising from Minutes:** None
- 9. **New Business:** None
- 10. **Motions:** None

**11. Administration Reports:**

11.1 -CAO Report and Updates

**009-2023**                   **HEWETT:** That the CAO report for January 2023 be received and filed.

**SECONDED: DANBERG**

**CARRIED**

11.2 – Municipal Revenue Sharing

**010-2023**                   **DANBERG:**

The Council of the Resort Village of Elk Ridge confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:

- Being that the municipality was incorporated on January 1, 2022, we are exempt from having to remit our 2021 Audited Financial Statements to the Ministry of Government Relations;
- The municipality does not run a Municipal Waterworks System;
  - In Good Standing with respect to the reporting and remittance of Education Property Taxes;
  - Adoption of a Council Procedures Bylaw;
  - Adoption of an Employee Code of Conduct; and
  - All members of council have filed and annually updated their Public Disclosure Statements, as required;

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

**SECONDED: SMITH-WINDSOR**

**CARRIED**

11.3– Western Municipal Consulting Services

**011-2023**                   **ENGEL:**

That the RESORT VILLAGE OF ELK RIDGE appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Tim Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Dave Gurnsey, Murray Dean, and Stew Demmans.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

**SECONDED: SMITH-WINDSOR**

**CARRIED**

**012-2023**                   **DANBERG:** That the RESORT VILLAGE OF ELK RIDGE appoints Liana Stepan with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee

schedule. If Liana Stepan is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

**SECONDED: HEWETT**

**CARRIED**

**013-2023 HEWETT:**

That the RESORT VILLAGE OF ELK RIDGE appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Tim Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Barry Clark, Dave Gurnsey, Murray Dean, Pam Malach, Stew Demmans, and Stu Hayward.

**SECONDED: SMITH-WINDSOR**

**CARRIED**

**014-2023 DANBERG:** That the RESORT VILLAGE OF ELK RIDGE appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Claudette McGuire is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

**SECONDED: ENGEL**

**CARRIED**

**015-2023 ENGEL:** That Council authorize signing of an agreement for services for 2023 with Western Municipal Consulting.

**SECONDED: SMITH-WINDSOR**

**CARRIED**

#### 11.4 EMO Committee

**016-2023 ENGEL:** That Council appoint Rod Orioux and Councilor Danberg as members of the EMO Committee and grant the committee the power to add members.

**SECONDED: DANBERG**

**CARRIED**

#### 11.5 Lot Consolidation Request 92 & 93 Estates Drive

**017-2023 MCKAY:** That Council approve the request from the owners for the consolidation of Units 92 & 93 Plan 99PA21324 with civic addresses of 92 and 93 Estates Drive and further, that no building permit be issued until the Resort Village has received written confirmation that the registration of the consolidation with ISC has been completed.

**SECONDED: SMITH-WINDSOR**

**CARRIED**

#### 11.6 Public Works Update

**018-2023 SMITH-WINDSOR:** That the January Public Works Committee update be received and filed.

**SECONDED: DANBERG**

**CARRIED**

#### 11.7 UMAAS Spring Workshop 2023

**019-2023**            **DANBERG:** That Council approve the attendance of the CAO at the RMAA/UMAAS Spring Workshop being held March 23, 2023 at a cost of \$100 plus mileage.

**SECONDED: SMITH-WINDSOR**

**CARRIED**

**12. Financial Reports:**

12.1 Page 32– Financial Statements for November and December, 2022 and list of accounts to December 31, 2022.

**020-2023**            **MCKAY:** That Council receive and file the financial statement and list of accounts payable for November and December 2022.

**SECONDED: DANBERG**

**CARRIED**

**021-2023**            **MCKAY:** That supplementary December, 2022 detailed and summary financial reports be prepared and submitted to Council.

**SECONDED: HEWETT**

**CARRIED**

**022-2023**            **ENGEL:** That Council receive and file the December list of accounts payable.

**SECONDED: DANBERG**

**CARRIED**

**13. Reading of Bylaw(s):** None

**14. Notice of Motion:**

**023-2023**            **SMITH-WINDSOR:** Effective January 1<sup>st</sup>, 2023, the Resort Village’s waste management collection, monitoring and the servicing contract will be limited to the Waste Management Depot situated on Elk Ridge Place.

**SECONDED: HEWETT**

**CARRIED**

Councilor Danberg left at 4:10 p.m. having declared a conflict of interest.

SMITH-WINDSOR: In 2023 that a sanitation levy is to be assessed on the residential units known as staff housing.

**024-2023**            **SMITH-WINDSOR:** That the staff housing residents be authorized to utilize the central waste management collection centre and further, that the parcel of land the housings are withing be subject to a sanitation levy equal to 14 times the established sanitation levy for a single developed property and further that the 2023 sanitation levy shall be pro-rated based on the projected month the residents will begin using the Resort Village’s central waste management site.

**SECONDED: MCKAY**

**CARRIED**

**025-2023**                    **SMITH-WINDSOR:** That the annual service fee assessed to the 58 units in the RV park be amended to include a sanitation levy tabulated at 50% of the levy assessed to developed properties in the Resort Village. For the 2023 year, only those units occupied as of July 1, 2023 will be assessed the sanitation levy.

**SECONDED: HEWETT**

**CARRIED**

Councilor Danberg returned at 4:22 p.m.

**SMITH-WINDSOR:** Bylaw amendment to Bylaw 27 of 2022 Schedule amendment for next meeting.

**15. Inquiries:**

**16. In camera:**

**026-2023**                    **ENGEL:** That Council move incamera to discuss the RFP submissions for legal and engineering services and purchase of former fire hall and personnel matter at 4:29 p.m.

**SECONDED: DABERG**

**CARRIED**

Present: Mayor McKay, Councilor Danberg, Councilor Engel, Councilor Hewett, Councilor Smith-Windsor and CAO Heather Scott.

Heather Scott left meeting at 4:50 p.m.

Mayor McKay left at 5:05 p.m.

Heather Scott returned at 5:06 p.m.

Heather Scott left the meeting at 5:19 p.m.

Heather Scott returned at 5:28 p.m.

**027-2023**                    **DANBERG:** That Council resume open Council meeting at 5:29 p.m.

**SECONDED: ENGEL**

**CARRIED**

Mayor McKay was not present for the remainder of the meeting.

**028-2023**                    **DANBERG:** That Council appoint Nicole Sawchuck as the lawyer for the Resort Village of Elk Ridge for the next two years.

**SECONDED: ENGEL**

**CARRIED**

**029-2023**                    **SMITH-WINDSOR:** That Council appoint Associated Engineering to provide engineering services for the Resort Village of Elk Ridge for the next two years.

**SECONDED: DANBERG**

**CARRIED**

**030-2023**            **ENGEL:** That the Resort Village of Elk Ridge accepts the offer to purchase the former firehall from the District of Lakeland.

**SECONDED: HEWETT**

**CARRIED**

**17. Information Items/Correspondence:**

**17.1 – Firehall letter and 2023 Fire Service Agreement.**

**031-2023**            **DANBERG:** That Council authorizes the Deputy Mayor and CAO to sign the Agreement for Fire Services with the Lakeland District Fire Dept for 2023.

**SECONDED: SMITH-WINDSOR**

**CARRIED**

**18. Adjournment**

**032-2023**            **ENGEL:** That the meeting adjourn at 5:31 p.m.

**SECONDED: SMITH-WINDSOR**

**CARRIED**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
CAO