



**Resort Village of Elk Ridge  
Regular Meeting Minutes Council  
December 17, 2024**

**Regular meeting of Council held on Tuesday December 17, 2024 at 4:30 p.m. at Elk Ridge Resort lodge.**

Present: Mayor Margaret Smith-Windsor  
Councillors Russell Schwehr  
Jacqueline Archer  
Payton Hall  
Daniel Levesque

CAO Michele Bonneau

Delegations Clint Austin, Scott Nesbitt

**1. Oath of Office**

1.1 Form A – Oath of Office – Daniel Levesque

**2. CALL TO ORDER**

Mayor Smith-Windsor called this regular meeting of the Council to order at 4:35 pm

**3. APPROVAL OF AGENDA**

2024-264 SCHWEHR: That the agenda be adopted.  
ARCHER: Seconded the motion

CARRIED

**4. ADOPTION OF MINUTES**

2024-265 4.1 Regular Meeting Minutes – November 12, 2024  
ARCHER: That the minutes of the November 12, 2024 Regular Council Meeting be adopted as presented.  
HALL: Seconded the motion

CARRIED

2024-266 4.2 Special Meeting – December 6, 2024  
ARCHER: That the minutes of the December 6, 2024 Special Council Meeting be adopted as amended by the replacing the word “with” with “including” in motion 2024-255.

*Revised 2024-255:  
That Council enter into an agreement with Associated Engineering to execute Phase 1 – Preliminary Design including investigation into membrane filtration technologies to begin December 9, 2024.*

SCHWEHR: Seconded the motion

CARRIED

2024-267 4.3 Special Meeting – December 13-14, 2024

HALL: That the minutes of the December 13/14, 2024 Special Council Meeting be adopted as presented.

SCHWEHR: Seconded the motion

CARRIED

**5. DECLARATION OF CONFLICT OF INTEREST**

**6. DELEGATIONS**

2024-268

6.1 Transition Project – Close Out Report (Clint Austin)

SMITH-WINDSOR: That Council dissolves the Transition Steering Committee.

SCHWEHR: Seconded the motion

CARRIED

6.2 Elk Ridge Estates Condo Corp. (Clint Austin & Scott Nesbitt)

6.2.1 2025 Pavement and Repair Contract (Precision Paving)

- Council will review option and determine work done by Ross Hewett
- Response required on or before January 21, 2025 Regular meeting.

6.2.2 Partnership with Elk Ridge Estates for gravel & road repair

- Council will review this option for repairs to Elk Ridge Place

6.2.1 Development Bylaws

- CAO will research other jurisdictions with similar condo corp/municipal development bylaws

6.2.4 Emergency road access options

- Council will review the draft Emergency Measures Plan to determine next steps

**7. PUBLIC HEARINGS**

**8. PUBLIC ACKNOWLEDGEMENTS**

8.1 **Elk Ridge Resort**

That Council wishes to express their gratitude to Elk Ridge Resort for the provision of meeting space in 2024. In addition, Elk Ridge was very accommodating when changes needed to be made at very short notice. In 2024, Council held 18 meetings of Council and a training session that Elk Ridge Resort provided meeting space for at no cost to the Resort Village.

**9. BUSINESS ARISING FROM MINUTES**

**10. NEW BUSINESS**

2024-249

10.1 **Calendar of 2025 Regular Meetings of Council**

ARCHER: That Council set the 2025 Regular Council meetings as follows:

January 21, 2025

May 20, 2025

21-Jan-25

20-May-25

16-Sep-25

18-Feb-25

17-Jun-25

21-Oct-25

18-Mar-25

15-Jul-25

18-Nov-25

15-Apr-25

19-Aug-25

16-Dec-25

at 4:30 pm at Elk Ridge Lodge.

SCHWEHR: Seconded the motion

CARRIED

10.2 **Board of Revision and Develop Appeals Board**

2024-250

SMITH-WINDSOR: That pursuant to Subsection 220(1) of The Municipalities Act, the RESORT VILLAGE OF ELK RIDGE appoints Western Municipal Consulting Ltd. to manage the **Board of Revision** process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh.

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.

ARCHER: Seconded the motion

CARRIED

2024-251

SMITH-WINDSOR: That pursuant to Subsection 221(1) of The Municipalities Act, the RESORT VILLAGE OF ELK RIDGE appoints Kara Lindal with Western Municipal Consulting Ltd. as **Secretary to the Board of Revision** for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

ARCHER: Seconded the motion

CARRIED

2024-252

SMITH-WINDSOR: That pursuant to Subsection 214(1) of The Planning and Development Act, 2007, the RESORT VILLAGE OF ELK RIDGE appoints Western Municipal Consulting Ltd. to manage the **Development Appeals Board** process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh.

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.

ARCHER: Seconded the motion

CARRIED

- 2024-253 SMITH-WINDSOR: That pursuant to Subsection 216(3)(a) of The Planning and Development Act, 2007, 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, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.  
ARCHER: Seconded the motion
- CARRIED
- 2025-254 10.3 Investments  
SCHWEHR: That Council invest \$300,000 in a 6-month term and \$380,000 in a 2-year term of the funds transferred from Elk Ridge Utility.  
HALL: Seconded the motion.
- CARRIED
- 11. MOTIONS**
- 2024-255 **12. UTILITY REPORT – Russell Nelson and Terri Kowbel-Nesbitt**  
**12.1** ARCHER: That the Utility Staff’s Report be accepted as presented.  
HALL: Seconded the motion
- CARRIED
- 2024-256 **13. ADMINISTRATION REPORT**  
13.1 ARCHER: That the Administrator’s Report be accepted as presented.  
HALL: Seconded the motion
- CARRIED
- 2024-257 **14. FINANCE REPORT**  
**14.1** LEVESQUE: That the Statement of Financial Activities, Water & Utility Financial Statement and List of Accounts be accepted and filed.  
HALL: Seconded the motion
- CARRIED
- 15. READING OF BYLAWS**
- 16. NOTICE OF MOTION**  
January 21, 2025 Meeting
- Fire Agreement
  - Emergency Plan
  - Staffing Plan
- 17. INQUIRIES**
- 2024-258 **18. IN-CAMERA**  
SCHWEHR: That Council move to an in-camera session to discuss Consulting Services in the New Year and the Community Vision, Mission and Values developed at Strategic Planning meeting on December 13-14, 2024 at 7:24 pm.  
ARCHER: Seconded the motion

CARRIED

Present: Mayor Smith-Windsor; Councillors Archer, Hall, Schwehr and Levesque; CAO and Clint Austin.

7:54 pm – Clint Austin left the in-camera meeting.

Present: Mayor Smith-Windsor, Councillors Archer, Hall, Schwehr and Levesque; CAO

2024-259

HALL: That Council reconvenes to Regular Council Meeting at 8:16 p.m.

LEVESQUE: Seconded the motion

CARRIED

Present: Mayor Smith-Windsor; Councillors Archer, Hall, Schwehr and Levesque; CAO

2024-260

SMITH-WINDSOR: That Council adopt in principle the vision, mission and values developed by Council on December 13/14. 2024. (Attached)

SCHWEHR: Seconded the motion

CARRIED

**19. INFORMATION ITEMS/CORRESPONDENCE**

**20. ADJOURNMENT**

2024-261

ARCHER: That this meeting now be adjourned at 8:18 p.m.

HALL: Seconded the motion

CARRIED

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Mayor Margaret Smith-Windsor

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CAO Michele Bonneau

