



**Resort Village of Elk Ridge
Regular Council Meeting Minutes
March 21, 2024, 2024**

A regular meeting of Council held on Thursday March 21, 2024 at 10:00 a.m. in the Wine Room at Elk Ridge Resort Lodge.

Present: Mayor Garry McKay
Councillors Trudy Engel
Margaret Smith-Windsor
Ross Hewett (via Teams)

CAO Michele Bonneau

Regrets: None

1. CALL TO ORDER

Mayor McKay called the meeting to order at 10:14 a.m.

2. APPROVAL OF AGENDA

2024-28 SMITH-WINDSOR: That the agenda for this meeting be approved as amended as follows:

- 9.5 Kinetic Group Purchasing Membership
- 9.6 2022 Draft Audited Financial Statements
- 13.2 Bylaw 2024-02 Building Administration
- 13.3 Bylaw 2024-03 Building Permit Fees

ENGEL: Seconded the motion

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting – February 20, 2024

2024-29 SMITH WINDSOR: That the minutes of the February 20, 2024 Regular Council Meeting be adopted.

HEWETT: Seconded the motion

CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

5. DELEGATIONS

6. PUBLIC HEARINGS

7. PUBLIC ACKNOWLEDGEMENTS

8. BUSINESS ARISING FROM MINUTES

8.1 Purchasing Policy

2024-30 ENGEL: That Policy GG-Fi-001 Purchasing Policy be tabled to the April Meeting.

HEWETT: Seconded the motion.

CARRIED

2024-31 **8.2 Utility Billing Software**
SMITH-WINDSOR: That Council approves the purchase of the Utility Billing software from Munisoft.
ENGEL: Seconded the motion.

CARRIED

2024-32 ENGEL: That Council direct the CAO to provide an additional pricing report for the purchase of electronic meter reading software and technology for the next meeting.
McKAY: Seconded the motion.

CARRIED

2024-33 **8.3 Pubworks 3150**
HEWETT: That Council approve the purchase of the Pubworks 3150 software.
SMITH-WINDSOR: Seconded the motion.

CARRIED

9. NEW BUSINESS

2024-34 **9.1 Board of Revision**
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, 2024, through to December 31, 2024; 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, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, and Rick Leigh.
HEWETT: Seconded the motion.

CARRIED

2024-35 **Secretary to the Board of Revision**
ENGEL: That 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, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Kara Lindal 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.
HEWETT: Seconded the motion.

CARRIED

2024-36 **Development Appeals Board**
SMITH-WINDSOR: 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, 2024, through to December 31, 2024; 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, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, and Rick Leigh.
HEWETT: Seconded the motion.

CARRIED

- 2024-37 **Secretary to the Appeals Board**
 SMITH-WINDSOR: 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, 2024, through to December 31, 2024; 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.
 HEWETT: Seconded the motion.
- CARRIED
- 2024-38 **9.2 Wapiti Library Member**
 SMITH-WINDSOR: That Council approve the 2024 library payment levy as set out by the Wapiti Regional Library.
 ENGEL: Seconded the motion.
- CARRIED
- CAO and Council will recruit and appoint a community member to represent Council on the Wapiti Regional Library Board at the April meeting.
- 2024-39 **9.3 Polling Station – School Board elections November 13, 2024**
 ENGEL: That the Resort Village of Elk Ridge request a polling station for the November 13, 2024 elections in our community.
 HEWETT: Seconded the motion.
- CARRIED
- 2024-40 **9.4 Implementation Services for Establishing a Public Utility**
 SMITH-WINDSOR: That Council engage Pentelsa for implementation services for the transition of Elk Ridge Utility to a public utility under the Resort Village of Elk Ridge.
 ENGEL: Seconded the motion.
- CARRIED
- 2024-41 SMITH-WINDSOR: That Council approve the Utility Transition Steering Committee’s budget of \$37,945 for Phase I and II.
 ENGEL: Seconded the motion.
- CARRIED
- 2024-42 **9.5 Kinetic Group Purchasing Membership**
 SMITH WINDSOR: That the Resort Village of Elk Ridge apply for a membership in Kinetic GPO.
 HEWETT: Seconded the motion.
- CARRIED
- 9.6 Draft Audited Financial Statements**
 Circulate to all members of Council as soon as possible.
- 10. MOTIONS**
- 11. ADMINISTRATION REPORT**
- 2024-43 **11.1 Accept Administration Report**
 ENGEL: That the administrators report be accepted as presented.
 SMITH-WINDSOR: Seconded the motion.

CARRIED

12. FINANCE REPORT
12.1 Monthly Bank Reconciliation & Financial Statement
2024-44 ENGEL: That the February Bank Reconciliation, Statement of Financial Activities, Balance Sheet and List of Accounts Paid be accepted and filed.
SMITH-WINDSOR: Seconded the motion.

CARRIED

13. READING OF BYLAWS
13.1 Bylaw No. 2024-01 Tax Penalties
2024-45 SMITH-WINDSOR: That Bylaw No. 2024-01 Tax Penalties be tabled to the April 18, 2024 Regular meeting.
McKAY: Seconded the motion.

CARRIED

13.2 Bylaw 2402-02 Building Administration
2024-46 McKAY: That Bylaw No. 2024-02 Building Administration be tabled to the April 18, 2024 Regular meeting.
HEWETT: Seconded the motion.

CARRIED

13.3 Bylaw 2024-03 Building Permit Fees
2024-47 McKAY: That Bylaw 2024-03 Building Permit Fees be tabled to the April 18, 2024 Regular meeting.
ENGEL: Seconded the motion.

CARRIED

14. NOTICE OF MOTION

15. INQUIRIES

16. IN-CAMERA

16.1 Move To In Camera
2024-48 ENGEL: That Council move to an in-camera session at 12:23 p.m to discuss personnel.
HEWETT: Seconded the motion.

CARRIED

Present: Mayor McKAY; Councillors ENGEL, SMITH-WINDSOR and HEWETT.
Michele Bonneau, CAO left the meeting at 12:35 p.m.

Reconvene to Regular Council Meeting
2024-49 SMITH-WINDSOR: That Council reconvene to the Regular Council Meeting at 12:44 p.m.
HEWETT: Seconded the motion.

CARRIED

Present: Mayor McKAY; Councillors ENGEL, SMITH-WINDSOR and HEWETT.

Utility Staff
2024-50 SMITH-WINDSOR: That Council approve the offer of employment terms for Utility staff as per the confidential document dated March 17, 2024
HEWETT: Seconded the motion.

CARRIED

2024-51 **CAO Probation**
ENGEL: That the CAO, Michele Bonneau pass her probation.
HEWETT: Seconded the motion.

CARRIED

17. INFORMATION ITEMS/CORRESPONDENCE

17.1 Election 2024 – July 27, 2024

Review Website: <https://www.saskatchewan.ca/government/municipal-administration/elections/election-procedures>

2024-52 **18. ADJOURNMENT**
HEWETT: That this meeting now be adjourned at 12:49 p.m.
ENGEL: Seconded the motion

CARRIED