



**Resort Village of Elk Ridge  
Regular Meeting Minutes Council  
May 20, 2025**

**Regular meeting of Council held on Tuesday May 20, 2025 at 4:30 p.m. at Elk Ridge Resort lodge.**

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

Regrets: Payton Hall

CAO Michele Bonneau  
Utility staff Russell Nelson

Delegations Joshua Yohnke, Associated Engineering

**1. CALL TO ORDER**

Mayor Smith-Windsor called this regular meeting of the Council to order at 4:31 pm

**2. APPROVAL OF AGENDA**

2025-077 HALL: That the agenda be adopted as amended.  
~~5.3 — EMO Leslie Tuckek~~ – removed  
~~9.2 — EMO Plan~~ removed and replaced with Former Fire Hall plans  
9.5 Auditor Appointment 2025  
17.5 Court Case – Claim #25-0306  
SCHWEHR: Seconded the motion

CARRIED

**3. ADOPTION OF MINUTES**

**3.1 Regular Meeting Minutes – April 15, 2025**

2025-078 ARCHER: That the minutes of the April 15, 2025 Regular Council Meeting be adopted.  
SCHWEHR: Seconded the motion

CARRIED

**3.2 Special Meeting Minutes – May 15, 2025**

2025-079 HALL: That the minutes of the May 15, 2025 Special Council Meeting be adopted.  
ARCHER: Seconded the motion

CARRIED

**4. DECLARATION OF CONFLICT OF INTEREST**

**5. DELEGATIONS**

**5.1 WTP Upgrades – Technical Memorandum – Joshua Yohnke**

- on track – deliverable by end of June: WTP design planCHIF

**Well upgrade**

- well lifespan – approximately 25-30 years
- PW#6 (2011) and PW#7 (2014)
- Joshua to discuss Beckie report changes with Mike Famaluk (Beckie)
- Joshua to discuss with Mike Famaluk (Beckie) PW#6/PW#7 volumes.

<p>2025-080</p>	<p><b>5.2 CHIF Grant</b>  <b>Lagoon Expansion</b>            ARCHER: That Council engage Associated Engineering to complete a Wastewater System Assessment and assist the Resort Village of Elk Ridge in completing the CHIF application as per the quote submitted (\$12,000).            SCHWEHR: Seconded the motion</p> <p style="text-align: right;">CARRIED</p>
	<p><b>6. PUBLIC HEARINGS</b></p>
	<p><b>7. PUBLIC ACKNOWLEDGEMENTS</b>            7.1 Hugh Munro – passed away April 21, 2025  <a href="https://www.kettlevalleymemorial.ca/obituaries/Hugh-Munro?obId=42184160">https://www.kettlevalleymemorial.ca/obituaries/Hugh-Munro?obId=42184160</a></p>
	<p><b>8. BUSINESS ARISING FROM MINUTES</b></p>
<p>2025-081</p>	<p><b>8.1 Proposed Parcels A &amp; B – Commercial – SUBD-004099-2025</b>            ARCHER: That Council approves the subdivision of the proposed Parcel A and B – Commercial upon receipt of a municipal reserve payment of \$5910.53.            SCHWEHR: Seconded the motion.</p> <p style="text-align: right;">CARRIED</p>
	<p><b>9. NEW BUSINESS</b></p>
<p>2025-082</p>	<p><b>9.1 Fidelity Insurance</b>            HALL: That Council has reviewed the fidelity bond of the Resort Village of Elk Ridge’s insurance policy and confirmed the amount of the bond is at least \$10,000 (\$500,000).            LEVESQUE: Seconded the motion.</p> <p style="text-align: right;">CARRIED</p>
<p>2025-083</p>	<p><b>9.2 Former Fire Hall plans</b>            LEVESQUE: That Council file the plans/drawings done by Carson Butterwick for future consideration.            HALL: Seconded the motion.</p> <p style="text-align: right;">CARRIED</p>
	<p><b>9.3 Community BBQ</b>            - That Council plan a community BBQ tentatively on July 26, 2025. The Mayor will gather a planning committee of volunteers.</p>
	<p><b>9.4 Active Transportation Committee (Councillor Schwehr)</b>            - First meeting of interested volunteers (Russell Schwehr, Bill Jonsson, Tim Comfort, and Colleen Schwehr (ERCOA)), met on May 17<sup>th</sup> at 11:00 pm at the former firehall. The priority of an active transportation system is to promote <b>safety</b> within the community for pedestrians and bikers as well as <b>connect</b> the neighborhoods. Council will partner with the ERCOA for this project.            - Likely complete in phases, off the road, road right-a-way narrow is some areas, and start at Estates gate.            - Tasks: Russell consult with Rusty Clunie regarding a boardwalk or pack trail, Colleen check with Scott Nesbitt regarding planning that went into Boundary</p>

		Bog boardwalks and the ERCOA financial contribution, Tim will survey the actual proposed path areas for ideas, and the committee will check with Dennis Paddock with engineering questions.	
2025-084		LEVESQUE: Accept the Active Transportation Committee Report. HALL: Seconded the motion	CARRIED
	<b>9.5</b>	<b>Appoint Auditor</b>	
2025-085		SMITH-WINDSOR: That Council appoint Jensen-Stromberg as the Resort Village's auditor for 2025. ARCHER: Seconded the motion	CARRIED
	<b>10.</b>	<b>MOTIONS</b>	
	<b>11.</b>	<b>ADMINISTRATION REPORTS</b>	
	<b>11.1</b>	<b>Utility Report</b>	
2025-087		ARCHER: That the CAO contact Nevin Anderson (Routes2SK) to request approval to install a 2" blowout hydrant be installed on the end of the main past the grounds maintenance yard at a maximum cost of \$1500. LEVESQUE: Seconded the motion	CARRIED
2025-088		LEVESQUE: That motion 2025-087 be rescinded. HALL: Seconded the motion	DEFEATED
2025-089		SCHWEHR: That the CAO review Routes2SK easement agreements and report back to Council at the regular June meeting. ARCHER: Seconded the motion	CARRIED
2025-090		SCHWEHR: That Council accepts the Utility Report as presented. HALL: Seconded the motion	CARRIED
	<b>11.2</b>	<b>Administrator's Report</b>	
2025-091		LEVESQUE: That Council accept the Administrator's Report as presented. HALL: Seconded the motion.	CARRIED
	<b>12.</b>	<b>FINANCIAL REPORT</b>	
	<b>12.1</b>	<b>Utility Statement</b>	
2025-092		HALL: That Council accept the Utility Financial Statement as presented. ARCHER: Seconded the motion	CARRIED
	<b>12.2</b>	<b>Detailed Financial Statement, Bank Reconciliation, Payments Register</b>	
2025-093		SCHWEHR: That the statement of financial activities, bank reconciliation and List of Accounts for Payment for the month of April be approved. ARCHER: Seconded the motion	CARRIED
	<b>13.</b>	<b>READING OF BYLAWS</b>	
	<b>13.1</b>	<b>Bylaw 2025-03 District Official Community Plan</b>	

- 2025-094 ARCHER: That Bylaw 2025-03 District Official Community Plan be introduced and read a first time.  
HALL: Seconded the motion.  
CARRIED
- 2025-095 HALL: That Bylaw 2025-03 District Official Community Plan be now read a second time.  
SCHWEHR: Seconded the motion.  
CARRIED
- 2025-096 ARCHER: That leave be granted for third reading of Bylaw 2025-03 District Official Community Plan.  
SCHWEHR: Seconded the motion  
UNANIMOUSLY CARRIED
- 2025-097 SCHWEHR: That Bylaw 2025-03 District Official Community Plan be now read a third time and adopted.  
HALL: Seconded the motion  
CARRIED
- 14. NOTICE OF MOTION**
- 15. INQUIRIES**
- 16. IN-CAMERA**
- 16.1 CAO Salary Review**
- 2025-098 ARCHER: That Council move to an in-camera session at 7:35 to discuss CAO salary.  
SCHWEHR: Seconded the motion  
CARRIED
- Present: Mayor Smith-Windsor; Councillors Levesque, Archer, Hall and Schwehr
- 2025-099 HALL: That Council reconvenes to Regular Council Meeting at 8:12 p.m.  
LEVESQUE: Seconded the motion  
CARRIED
- Present: Mayor Smith-Windsor; Councillors Levesque, Archer, Hall and Schwehr
- 2025-100 SCHWEHR: That Council recommends a salary increase to \$38.18/hr in accordance with the UMAAS Salary Guidelines.  
ARCHER: Seconded the motion  
CARRIED
- 17. INFORMATION ITEMS/CORRESPONDENCE**
- 17.1 North Central Planning District Commission – April 22, 2025**
- 2025-101 SMITH-WINDSOR: That Council acknowledges receipt of the minutes of the NCPDC – April 22, 2025.  
ARCHER: Seconded the motion  
CARRIED
- 17.2 Great Blue Heron/PANP Spring Meeting notes**
- 17.3 School Rate Acknowledgement**
- 2025-102 HALL: That Council acknowledges the School Mill Rates for 2025 of 4.27 mils for Residential properties and 6.37 mils for Commercial properties.  
LEVESQUE: Seconded the motion  
CARRIED

**17.4 Saskatchewan Lotteries Community Grant Program**

- need to send in 2023-2024 report (\$975) before 2025-2026 funds (\$1445) can be released.

**17.5 Court Case – Claim #25-0306**

Defendant: Resort Village of Elk Ridge, Plaintiff: Lionel Katchmar & Carla Fenton  
Provincial Court of Saskatchewan – June 10, 2025 at 2:00 pm – First Appearance  
Legal Counsel for the Resort Village of Elk Ridge: Nicole Sawchuk

2025-103 **18. ADJOURNMENT**

ARCHER: That this meeting now be adjourned at 8:20 p.m.  
SCHWEHR: Seconded the motion

CARRIED

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Mayor Margaret Smith-Windsor

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CAO Michele Bonneau