



Resort Village of Elk Ridge
Meeting Minutes
Regular Meeting November 20, 2025 - 09:00 AM

Present:

Mayor: Marg Smith-Windsor

Councillors: Jacqueline Archer
Russell Schwehr
Daniel Levesque
Raymond Wiebe

CAO: Michele Bonneau

Utility Staff: Russell Nelson, Terri Kowbel-Nesbitt

1 Call To Order

Mayor Smith-Windsor called the meeting to order at 8:58 a.m.

Resolution **2**
No:
2025-206

Approval of Agenda

Moved By: Mayor Marg Smith-Windsor

Seconded By: Councillor Jacqueline Archer

That the agenda for this meeting be approved as amended.

16.3 Legal Matter regarding Easements

CARRIED

3 Adoption of Minutes

Resolution **3.1**
No:
2025-207

Regular Meeting Minutes - October 16, 2025

That the minutes of the October 16, 2025 Regular Council Meeting be adopted as amended.

12.2 Moved by Russell Schwehr and seconded by Daniel Levesque.

CARRIED

4 Declaration of Conflict of Interest

	5	Delegations
	6	Public Hearings
	7	Public Acknowledgements
	8	Business Arising from Minutes
Resolution No: 2025-208	8.1	Utility Advisory Committee Moved By: Councillor Raymond Wiebe Seconded By: Councillor Russell Schwehr That the Utility Advisory Committee report be accepted and filed. Carried
		CARRIED
Resolution No: 2025-209	8.1.1	Dennis Paddock - resignation from Utility Advisory Committee Moved By: Mayor Marg Smith-Windsor Seconded By: Councillor Russell Schwehr That Dennis Paddock's resignation from the Utility Advisory Committee be accepted.
		CARRIED
Resolution No: 2025-210	8.1.2	Utility Advisory Committee meetings Moved By: Councillor Raymond Wiebe Seconded By: Councillor Russell Schwehr That a representative from the Utility department be invited to attend all Utility Advisory Committee meetngs as a resource
		CARRIED
Resolution No: 2025-211	8.2	WTP Upgrades Moved By: Councillor Jacqueline Archer Seconded By: Councillor Raymond Wiebe That the Associated Engineering Report submitted by Joshua Yohnke be accepted and filed.
		CARRIED
Resolution No: 2025-212	8.3	CHIF Grant Moved By: Mayor Marg Smith-Windsor Seconded By: Councillor Russell Schwehr That Council will support the 26.67% portion of the CHIF grant application primariliy through term deposits, rate changes and

borrowing/debentures from the Saskatchewan Municipal Borrowing Corporation.

CARRIED

**Resolution
No:
2025-213**

8.3.1 ICIP grant scope change

Moved By: Mayor Marg Smith-Windsor

Seconded By: Councillor Jacqueline Archer

That Council will submit a scope change to the ICIP grant to Phase 1 of the WTP upgrade and move Phase 2 to the CHIF grant to be submitted by November 28, 2025.

CARRIED

8.4 Service Agreements - Community Pathway - Estates, Cottages, Routes2SK Inc.

Add a statement regarding liability. Check with Nicole Sawchuk.

9 New Business

10 Motions

11 Administration Reports

**Resolution
No:
2025-214**

11.1 Utility Report

Moved By: Councillor Russell Schwehr

Seconded By: Councillor Raymond Wiebe

That the Utility Report be accepted and filed.

CARRIED

**Resolution
No:
2025-215**

11.2 CAO Report

Moved By: Councillor Jacqueline Archer

Seconded By: Councillor Raymond Wiebe

That the CAO Report be accepted and filed.

CARRIED

**Resolution
No:
2025-216**

11.3 EMO Coordinator Report

Moved By: Councillor Jacqueline Archer

Seconded By: Councillor Daniel Levesque

That Council table the EMO Report to the December Meeting.

TABLED

**Resolution
No:
2025-217**

11.4 Beckie Hydrologists

Moved By: Councillor Jacqueline Archer

Seconded By: Mayor Marg Smith-Windsor

That Council accepts Beckie Hydrologists recommendation that McAllister Drilling Inc, Andrews and Sons Drilling Ltd., Hayter Drilling Ltd, and Forged Drilling Company Ltd satisfied the mandatory requirements specified in the RFQ document and that they have the necessary personnel, equipment and experince to complete the Project.

CARRIED

12 Financial Statements

**Resolution
No:
2025-218**

12.1 Utility Financial Statement

Moved By: Councillor Raymond Wiebe

Seconded By: Councillor Jacqueline Archer

That the Utility (Public Works) financial report be accepted as presented.

CARRIED

**Resolution
No:
2025-219**

12.2 Detailed Financial Report, Bank Reconciliation, List of Accounts for Approval

Moved By: Councillor Jacqueline Archer

Seconded By: Councillor Russell Schwehr

That Detailed Financial Report, Bank Reconciliation and List of Accounts for Approval be accepted and filed.

CARRIED

13 Reading of Bylaw(s)

14 Notice of Motion

15 Inquiries

**Resolution
No:
2025-220**

16 In Camera

Moved By: Councillor Jacqueline Archer

Seconded By: Councillor Raymond Wiebe

That Council go in-camera to discuss HR Policies, 1:25 pm.

Present: Mayor Smith-Windsor, Jacqueline Archer, Russell Schwehr, Daniel Levesque, Raymond Wiebe, and Nicole Lerat.

CARRIED

**Resolution
No:
2025-226**

16.1 Out of Camera

Moved By: Councillor Jacqueline Archer

Seconded By: Councillor Raymond Wiebe

That Council reconvenes to the Regular Council Meeting at 2:13 pm.

Present: Mayor Smith Windsor, Councillors Archer, Schwehr, Levesque, Wiebe; CAO

CARRIED

Resolution No: 2025-221 **16.2 Wage Review Final Report - Nicole Lerat Consulting**
Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Jacqueline Archer

That the Wage Review Final Report presented by Nicole Lerat be accepted and filed.

CARRIED

16.3 Human Resource Policies Development - Nicole Lerat

Resolution No: 2025-222 **16.3.1 Wage Compensation Policy**
Moved By: Councillor Jacqueline Archer
Seconded By: Councillor Raymond Wiebe

That Wage Compensation Policy HR-024 be adopted.

CARRIED

Resolution No: 2025-223 **16.3.2 Performance Review Policy HR-013**
Moved By: Councillor Jacqueline Archer
Seconded By: Councillor Russell Schwehr

That Performance Review Policy HR-013 be adopted.

CARRIED

Resolution No: 2025-224 **16.3.3 Wage Grid - Step Program**
Moved By: Councillor Raymond Wiebe
Seconded By: Councillor Jacqueline Archer

That Wage Grid - Step program be adopted as presented.

CARRIED

Resolution No: 2025-225 **16.3.4 CAO Step Placement**
Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Jacqueline Archer

That the current CAO be placed at Step 3 retroactive to June 1, 2025.

CARRIED

16.4 Legal Matters - re: Easements

	17	Information Items/Correspondence
	17.1	Lakeland & District Co-operative Volunteer Fire Department
	17.2	Easement Discharge
Resolution No: 2025-227	18	Adjournment Moved By: Councillor Jacqueline Archer Seconded By: Councillor Daniel Levesque That this meeting now be adjourned at 3:08 p.m. CARRIED