



Resort Village of Elk Ridge
Meeting Minutes
Regular Meeting October 16, 2025 - 09:00 AM

Present:

Mayor: Marg Smith-Windsor

Regrets: Raymond Wiebe

Councillors: Jacqueline Archer
Russell Schwehr
Daniel Levesque

CAO: Michele Bonneau

Utility Staff: Russell Nelson, Terri Kowbel-Nesbitt

1 Call To Order

Mayor Smith-Windsor called the meeting to order at 9:01 a.m.

Resolution No:
2025-183

2 Approval of Agenda

Moved By: Councillor Jacqueline Archer

Seconded By: Councillor Russell Schwehr

That the agenda for this meeting be approved as amended.

11.3.1 CAO vacation request

11.3.2 Budget Adjustments

11.3.3 Investments

16.1 Utility reporting procedures

16.2 Operator-in-Training Appointment

CARRIED

3 Adoption of Minutes

Resolution No:
2025-184

3.1 Regular Meeting Minutes - September 18, 2025

Moved By: Councillor Jacqueline Archer

Seconded By: Councillor Daniel Levesque

That the minutes of the September 18, 2025 Regular Council Meeting be adopted.

CARRIED

Resolution No: 2025-185	3.2	Special Meeting Minutes - September 24, 2025 Moved By: Councillor Russell Schwehr Seconded By: Mayor Marg Smith-Windsor That the minutes of the September 24, 2025 Special Council Meeting be adopted. CARRIED
Resolution No: 2025-186	3.3	Special Meeting Minutes - September 30, 2025 Moved By: Mayor Marg Smith-Windsor Seconded By: Councillor Jacqueline Archer That the minutes of the September 30, 2025 Special Council Meeting be adopted. CARRIED
	4	Declaration of Conflict of Interest
	5	Delegations
	6	Public Hearings
	7	Public Acknowledgements
	7.1	Darcy Simoneau obituary https://www.snodgrassfuneralhomes.com/obituaries/Darcy-Robin-Simoneau?obId=45547289
	8	Business Arising from Minutes
Resolution No: 2025-187	8.1	Catalis Mass Notification Moved By: Councillor Daniel Levesque Seconded By: Councillor Jacqueline Archer That Council approves cost of the Catalis Mass Notification proposal as presented. Year 1: \$1600; Year 2: \$1696; Year 3: \$1797.76; Year 4: \$1905.63 and a one time set up of \$500 CARRIED
Resolution No: 2025-188	8.2	Utility Advisory Committee Moved By: Councillor Russell Schwehr Seconded By: Councillor Jacqueline Archer

That the draft Terms of Reference for the Utility Advisory Committee be amended to specifically reference the Water Treatment Plant and Lagoon Expansion.

CARRIED

**Resolution
No:
2025-189**

8.2.1 Committee Appointments

Moved By: Councillor Jacqueline Archer
Seconded By: Councillor Daniel Levesque

That Council appoint George Ritchie (Chair), Clint Austin and Dennis Paddock to the Utility Advisory Committee.

CARRIED

8.3 EMO Coordinator

Reached out to Leanne Nyifra - she is the communications officer for the Resort Village of Candle Lake and just beginning communications with District of Lakeland #521. Her specialty is communications, not specifically Emergency Management.

Will approach Devona West (Anglin Lake) to potentially formalize a role on our Emergency Management Organization.

**Resolution
No:
2025-190**

8.4 2025 Maintenance Agreement - Elk Ridge Resort

Moved By: Councillor Russell Schwehr
Seconded By: Councillor Daniel Levesque

That Council authorizes the Mayor and CAO to sign the agreement between Routes2SK Inc (Elk Ridge Resort) for the costs of maintaining the lands adjacent to the roadway and partial costs of maintaining the flowerbeds .

CARRIED

**Resolution
No:
2025-191**

8.5 Strategic Plan - 2025

Moved By: Councillor Jacqueline Archer
Seconded By: Councillor Russell Schwehr

That the 2025 Strategic Plan approved as amended:

- change Councillor Payton Hall to Raymond Wiebe
- update the logo

CARRIED

9 New Business

Resolution No: 2025-192	9.1	Waste Management Depot - Colleen Schwehr Moved By: Councillor Jacqueline Archer Seconded By: Mayor Marg Smith-Windsor Councillor Schwehr excused himself from this item at 10:00 am. Conflict of Interest. That Council table Waste Management Depot surveillance to the November Regular Meeting. Councillor Schwehr rejoined the meeting at 10:35 am. CAO will research Waste Management surveillance at other municipalities and potential solutions. CARRIED
Resolution No: 2025-193	9.2	Resort Village of Elk Ridge - logo Moved By: Councillor Jacqueline Archer Seconded By: Councillor Daniel Levesque That Council approve the logo developed by Ken Andreen as the official logo of the Resort Village of Elk Ridge. CARRIED
	10	Motions
	11	Administration Reports
Resolution No: 2025-194	11.1	Utility Report Moved By: Councillor Russell Schwehr Seconded By: Councillor Daniel Levesque That the Utility Report be accepted and filed. CARRIED
	11.1.1	Utility Wish List - Capital items Not available.
Resolution No: 2025-195	11.2	Associated Engineering - WTP Upgrade - Joshua Yohnke Moved By: Councillor Russell Schwehr Seconded By: Councillor Jacqueline Archer That the Associated Engineering Report submitted and presented by Joshua Yohnke be accepted and filed. CARRIED

Resolution No: 2025-196	11.3	CAO Report Moved By: Councillor Jacqueline Archer Seconded By: Councillor Russell Schwehr That the CAO Report be accepted and filed. CARRIED
Resolution No: 2025-197	11.3.1	CAO vacation request Moved By: Mayor Marg Smith-Windsor Seconded By: Councillor Daniel Levesque That the CAO vacation request November 23 - December 5, 2025 be approved as requested. CARRIED
Resolution No: 2025-198	11.3.2	Budget Adjustments Moved By: Mayor Marg Smith-Windsor Seconded By: Councillor Jacqueline Archer That the utility budget adjustments recommended by the CAO be approved. The net result is a net surplus of \$200,900 instead of \$239,400. CARRIED
Resolution No: 2025-199	11.3.3	Investments Moved By: Mayor Marg Smith-Windsor Seconded By: Councillor Jacqueline Archer That Council approve the following investments: • \$200,000 at 3.45% for 2 years • \$200,000 at 3.40% for 1 year (Utility) • \$300,000 at 2.45% flexible GIC (Utility) CARRIED
	12	Financial Statements
Resolution No: 2025-200	12.1	Utility Financial Statement Moved By: Councillor Russell Schwehr Seconded By: Councillor Daniel Levesque That the Utility (Public Works) financial report be accepted and filed. CARRIED

Resolution No: 2025-201	12.2	Detailed Financial Report, Bank Reconciliation, List of Accounts for Approval Moved By: Councillor Russell Schwehr Seconded By: Councillor Daniel Levesque That the 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
	16	In Camera Moved By: Mayor Marg Smith-Windsor Seconded By: Councillor Jacqueline Archer That Council go in-camera to discuss staff reporting procedures and Operator in Training appointment at 12:17 pm. Present: Mayor Smith-Windsor, Councillors: Levesque, Archer and Schwehr; CAO CARRIED
Resolution No: 2025-202	16.1	Reconvene to Open Regular Council Meeting Moved By: Councillor Jacqueline Archer Seconded By: Councillor Russell Schwehr That Council reconvenes to the Regular Council Meeting at 12:36 pm. Present: Mayor Smith-Windsor, Councillors: Levesque, Archer and Schwehr; CAO CARRIED
	16.2	Operator in Training - Michele Bonneau Moved By: Mayor Marg Smith-Windsor Seconded By: Councillor Jacqueline Archer That Council appoint Michele Bonneau to an utility operator-in-training position beginning November 1, 2025. CARRIED
Resolution No: 2025-204	17	Information Items/Correspondence

17.1 Fibre to Elk Ridge

17.2 EPWL/Flood map changes

Resolution

No:

2025-205

18 Adjournment

Moved By: Councillor Jacqueline Archer

Seconded By: Councillor Russell Schwehr

That this meeting now be adjourned at 12:37 p.m.

CARRIED

Mayor Smith-Windsor

CAO Michele Bonneau