



**Resort Village of Elk Ridge**  
**Meeting Minutes**  
**Rescheduled Regular Meeting of Feb 19, 2026**  
**March 5, 2026 - 09:00 AM**

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**Present:**

<b>Mayor:</b>	Marg Smith-Windsor	<b>Regrets:</b> Jacqueline Archer
<b>Councillors:</b>	Russell Schwehr Daniel Levesque Raymond Wiebe (Microsoft Teams)	
<b>CAO:</b>	Michele Bonneau	
<b>Utility Staff:</b>	Russell Nelson	

**1 Call To Order**

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

**Resolution No:**  
2026-013

**2 Approval of Agenda**

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

That the agenda for this meeting be approved as presented.

**CARRIED**

**3 Adoption of Minutes**

**Resolution No:**  
2026-014

**3.1 January 15, 2026 Minutes**

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

That the minutes of the January 15, 2026 Regular Council Meeting be adopted.

**CARRIED**

**4 Declaration of Conflict of Interest**

**5 Delegations**

**5.1 Elk Ridge Estates Condominium Corporation - 10:00 am**

Council received a request from Elk Ridge Estates Condominium Corp to adopt the Elk Ridge Estates Condo Corp's building bylaws in relation to fencing, garage, accessory buildings, roof pitch, outdoor wood fuelled fire pit construction and water & sewer utilities.

**5.2 Zoning Bylaw - Tim Steuart (Crosby Hanna) - 11:00 am**

Council feedback:

- references to campground not needed
- RV - definition - seasonal leases, not short-term
- remove agricultural references
- add email to 3.3.1.1 (p 17)
- "accessory suite"
  - approval from Council
  - enforcement can be complaint driven
- need to update map

Revisit April 16, 2026 meeting.

**6 Public Hearings**

**7 Public Acknowledgements**

**8 Business Arising from Minutes**

**Resolution No:**  
2026-015

**8.1 Deputy Mayor Appointment Schedule - Updated**

**Moved By:** Mayor Marg Smith-Windsor

**Seconded By:** Councillor Russell Schwehr

That the Deputy Mayor appointments be updated as follows:

February 2026 - July 2026 - Jacqueline Archer

August 2026 - January 2027 - Raymond Wiebe

February 2027 - July 2027 - Daniel Levesque

August 2027 - January 2028 - Russell Schwehr

February 2028 - next election - Jacqueline Archer

**CARRIED**

**Resolution No:**  
2026-016

**8.2 Community Involvement Policy**

**Moved By:** Councillor Raymond Wiebe

**Seconded By:** Councillor Russell Schwehr

That Policy GG-Fi-006 Community Involvement Policy be adopted.

**CARRIED**

**9 New Business**

**Resolution No:** 2026-017      **9.1 Waste Management Depot - Lease**  
**Moved By:** Councillor Russell Schwehr  
**Seconded By:** Councillor Daniel Levesque

That Council table the Waste Management Depot - Lease to the March 19, 2026 Meeting pending minor revisions.

- update clause 2 to include the recycle bins and "for the purpose of waste and recycle collection and transfer"

**CARRIED**

**Resolution No:** 2026-018      **9.2 EMO Proposal**  
**Moved By:** Mayor Marg Smith-Windsor  
**Seconded By:** Councillor Daniel Levesque

That Council approves Emergency Management Project proposal (Phase 1, 2, and 3) submitted by Fortress Consulting for \$16,500 and the authorizes the CAO to sign the agreement.

**CARRIED**

**10 Motions**

**11 Administration Reports**

**Resolution No:** 2026-019      **11.1 Utility Report**  
**Moved By:** Councillor Daniel Levesque  
**Seconded By:** Councillor Raymond Wiebe

That the Utility report be accepted as presented.

- 2025 water usage was up by 663,066 US/gal over 2024 for the year  
- include a section on the report that speaks to WTP upgrade

**CARRIED**

**Resolution No:** 2026-020      **11.2 Administrator Report**  
**Moved By:** Mayor Marg Smith-Windsor  
**Seconded By:** Councillor Russell Schwehr

That the Administrator's Report be accepted and filed.

**CARRIED**

**Resolution No:** 2026-021      **11.3 Associated Engineering Report - Joshua Yohnke**  
**Moved By:** Councillor Raymond Wiebe  
**Seconded By:** Councillor Russell Schwehr

That the Associated Engineering Progress Report submitted by Joshua Yohnke be accepted and filed.

- very little changes to report - working on detailed plan.

**CARRIED**

**12 Financial Statements**

**Resolution No:**  
2026-022

**12.1 Utility Financial Statement**

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

That the Utility Financial Statement be accepted and filed.

**CARRIED**

**Resolution No:**  
2026-023

**12.1.1 Remote Meter Reader**

**Moved By:** Mayor Marg Smith-Windsor  
**Seconded By:** Councillor Daniel Levesque

That the Utility Superintendent (Russell Nelson) acquire an updated quote on remote readers for the water meters.

**CARRIED**

**Resolution No:**  
2026-024

**12.2 RVER - Statement of Financial Activities**

**Moved By:** Mayor Marg Smith-Windsor  
**Seconded By:** Councillor Daniel Levesque

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

**CARRIED**

**Resolution No:**  
2026-025

**12.3 Draft Financial Statements 2025**

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

That Council approves the 2025 Draft Audited Financial Statements as presented by Jenson Stromberg Chartered Professional Accountants.

**CARRIED**

**13 Reading of Bylaw(s)**

**Resolution No:**  
2026-026

**13.1 Bylaw 2026-01 Council Procedures**

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

That Council table Bylaw 2026-01 Council Procedures to the March 19, 2026 Regular Meeting.

**CARRIED**

**Resolution No:**  
2026-027

**13.2 Bylaw 2026-02 - The Trailer Licensing Fee Bylaw**  
**Moved By:** Councillor Raymond Wiebe  
**Seconded By:** Mayor Marg Smith-Windsor

That Council table Bylaw 2026-02 The Trailer Licensing Fee Bylaw to the March 19, 2026 Regular Meeting.

**CARRIED**

**14 Notice of Motion**

**15 Inquiries**

**15.1 Information Request - Daniel Levesque**

**Resolution No:**  
2026-028

**16 In Camera**  
**Moved By:** Mayor Marg Smith-Windsor  
**Seconded By:** Councillor Daniel Levesque

That Council go in-camera to discuss Strategic Planning Priorities at 12:35 pm.

Present: Mayor Smith-Windsor; Councillors Levesque, Schwehr and Wiebe

**CARRIED**

**16.1 Strategic Planning Priorities**

**16.2 Performance Review Policy - additions**

**Resolution No:**  
2026-029

**16.3 Out of Camera**  
**Moved By:** Mayor Marg Smith-Windsor  
**Seconded By:** Councillor Raymond Wiebe

That Council reconvenes to the Regular Council Meeting at 1:37 pm.

Present: Mayor Smith-Windsor; Councillors Levesque, Schwehr and Wiebe

**Resolution No:**  
2026-030

**16.4 Strategic Planning Priorities**  
**Moved By:** Mayor Marg Smith-Windsor  
**Seconded By:** Councillor Russell Schwehr

That Council adopt the strategic priorities identified for 2026.

1. Upgrade the Water Treatment Plant

2. Develop an Emergency Management Plan
3. Determine feasibility and opportunities to develop our own municipal office/community centre
4. Implement an engineered municipal road maintenance and repair plan
5. Investigate feasibility of acquiring additional land for municipal services
6. Lobby Canada Post for a unique postal code
7. Maintain the playground and equipment including regular playground inspections and logging
8. Review current water meter reading system
9. Develop a comprehensive Communications Plan
10. Upgrade WTPDevelop a complaints policy

**17 Information Items/Correspondence**

**17.1 CCBF Funding**

**17.2 EMO Training - RV of Tobin Lake**

**Resolution No:**  
2026-031

**17.3 North Central Lakeland Planning District Commission - January 27, 2026**

**Moved By:** Mayor Marg Smith-Windsor

**Seconded By:** Councillor Russell Schwehr

That the minutes of the NCLPC minutes of January 27, 2026 be accepted and filed.

**CARRIED**

**17.4 AIS Workshop - March 11-12, 2026 - PANP**

That Paul Fahlman or Kevin Phaneuf be asked if they are interested in attending this workshop.

Kevin has agreed to attend.

**17.5 Communities in Bloom**

**17.6 Playground Inspection Course information**

Inquire with Carl Salter or Bill Jonsson if they would be interested in this course.

**Resolution**     **18**  
**No:**  
2026-032

**Adjournment**  
**Moved By:** Councillor Raymond Wiebe  
**Seconded By:** Councillor Daniel Levesque  
That this meeting now be adjourned at 1:50 p.m.

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**Mayor Smith-Windsor**

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**CAO Michele Bonneau**