# Resort Village of Elk Ridge

## Meeting Minutes

**Regular October 15, 2026 - 09:00 AM**

**Present:**

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|---|---|
| **Mayor:** | Marg Smith-Windsor |
| **Councillors:** | Daniel Levesque |
| | Raymond Wiebe |
| | Jacqueline Archer |
| | Russell Schwehr (via Teams) |
| **CAO:** | Michele Bonneau |

**1 Call To Order**

Mayor Smith-Windsor called the meeting to order at 9:00 a.m.

**Resolution No:** 2026-177

**2 Approval of Agenda**

**Moved By:** Councillor Jacqueline Archer
**Seconded By:** Mayor Marg Smith-Windsor

That the agenda for this meeting be approved as presented.

**CARRIED**

**3 Adoption of Minutes**

**Resolution No:** 2026-178

**3.1 September 17, 2026 Minutes**

**Moved By:** Mayor Marg Smith-Windsor
**Seconded By:** Councillor Jacqueline Archer

That the minutes of the September 17, 2026 Regular Council Meeting be amended.
Include Resolution 2026-162
That the agenda for this meeting be approved as amended as follows: That Council remove 16.1 WTP Upgrade - Award of Construction Contract
No seconder and therefore not debated.

**CARRIED**

**4 Declaration of Conflict of Interest**

**5 Delegations**

**6 Public Hearings**

**7 Public Acknowledgements**

**8 Business Arising from Minutes**

**8.1 Fire Smart Proposal**

Regarding Sawyer beetle and a Forest Health Survey:
That the CAO will coordinate a local partner meeting regarding a forest health survey. Invitees will include: Jim Kerby (Waskesiu Council), Scott Nesbitt (Prince Albert National Park), Brenda Fry (McPhee Lake), Russell Schwehr (Cottages), McLaren Taylor (Townhouses), Mark Silzer (Villas), Nathan Hildebrandt (Estates), Kari Bryson (Routes2SK) and George Ritchie (Villas).

**Resolution No:** 226-179

**8.2 Filter Report from Utility staff**

**Moved By:** Mayor Marg Smith-Windsor
**Seconded By:** Councillor Jacqueline Archer

That Council plan a Special Meeting on Thursday October 22, 2026 to discuss the filter report and awarding of the construction contract.

**CARRIED**

**8.3 ICIP Grant Agreement (Reference)**

**9 New Business**

**Resolution No:** 2026-180

**9.1 HR Policies Outstanding**

**Moved By:** Councillor Jacqueline Archer
**Seconded By:** Councillor Raymond Wiebe

That Policy HR-011, HR-015, HR-016, HR-017, HR-018, HR-019, HR-020, HR-021, HR-022, HR-023, HR-025, and HR-026,Policy be adopted as amended.
HR-016 Progressive Discipline - Appendix A
Attendance Violations "One day annually"; "Three consecutive"

HR-020 Sick Leave & Approved Leave
"3)a)i)Permanent Employees will accrue Sick leave at a rate of 1.25 days per month, based on hours worked, up to a maximum of 16 days."

HR-022 Vacation Entitlement
Include Schedule A - Request form

HR-026 Workplace OH & S
3)d) "Employees are required..."

**CARRIED**

**10 Motions**

**11 Administration Reports**

**Resolution No:** 2026-181

**11.1 Utility Report**

**Moved By:** Councillor Jacqueline Archer
**Seconded By:** Mayor Marg Smith-Windsor

That the Utility report be accepted as presented.

**CARRIED**

**Resolution No:** 2026-182

**11.2 Administrator Report**

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

That the Administrator's report be accepted as presented.

**CARRIED**

**Resolution No:** 2026-183

**11.3 Associated Engineering Report**

That Associated Engineering's report be accepted as submitted.

**CARRIED**

**12 Financial Statements**

**Resolution No:** 2026-184

**12.1 Utility Financial Statement**
**Moved By:** Councillor Jacqueline Archer
**Seconded By:** Councillor Raymond Wiebe

That the Utility Financial Report be accepted and filed.

**CARRIED**

**Resolution No:** 2026-185

**12.2 RVER - Statement of Financial Activities**
**Moved By:** Councillor Jacqueline Archer
**Seconded By:** Councillor Russell Schwehr

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

**CARRIED**

**13 Reading of Bylaw(s)**

**Resolution No:** 2026-186

**13.1 Bylaw 2026-05 Traffic Bylaw**
**Moved By:** Mayor Marg Smith-Windsor
**Seconded By:** Councillor Jacqueline Archer

That Bylaw No.2026-05 be introduced and read a first time as amended; this bylaw is for three readings.

Schedule A map - the yield sign on Arne Petersen Way be changed to a stop sign.

**CARRIED**

**Resolution No:** 2026-187

**13.1.1 Bylaw 2026-05 - Traffic Bylaw - Second**
**Moved By:** Councillor Raymond Wiebe
**Seconded By:** Councillor Russell Schwehr

That Bylaw No. 2026-05 Traffic Bylaw be now read a second time.

**CARRIED**

**Resolution No:** 2026-188

**13.1.2 Bylaw 2026-05 Traffic Bylaw Leave Granted**
**Moved By:** Mayor Marg Smith-Windsor
**Seconded By:** Councillor Jacqueline Archer

That leave be granted for third reading of Bylaw 2026-05 Traffic Bylaw.

**CARRIED**

**Resolution No:** 2026-189

**13.1.3 Bylaw 2026-05 Traffic Bylaw - Third Reading**

**Moved By:** Councillor Raymond Wiebe
**Seconded By:** Councillor Russell Schwehr

That Bylaw 2026-05 Traffic Bylaw be now read a third time and adopted.

**CARRIED**

**Resolution No:** 2026-190

**13.2 Bylaw 2026-06 Open Fire Bylaw**

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

That Council table Bylaw 2026-06 Open Fire Bylaw to the November Meeting.

**CARRIED**

**14 Notice of Motion**

**15 Inquiries**

**16 In Camera**

**Resolution No:** 2026-191

**16.1 Council Procedures**

**Moved By:** Councillor Jacqueline Archer
**Seconded By:** Mayor Marg Smith-Windsor

That Council go in-camera to discuss Council Procedures at 12:50 pm.

Present: Mayor Smith-Windsor; Councilors Levesque, Archer, Schwehr and Wiebe; CAO

**CARRIED**

**Resolution No:** 2026-192

**16.1.1 Out of Camera**

**Moved By:** Councillor Raymond Wiebe
**Seconded By:** Councillor Jacqueline Archer

That Council reconvenes to the Regular Council Meeting at 12:59 pm.

Present: Mayor Smith-Windsor; Councilors Levesque, Archer, Schwehr and Wiebe; CAO

**CARRIED**

**17 Information Items/Correspondence**

**17.1 Wapiti Regional Library**

CAO will attend on behalf of the Resort Village of Elk Ridge

**Resolution No:** 2026-193

**18 Adjournment**

**Moved By:** Councillor Jacqueline Archer

**Seconded By:** Councillor Russell Schwehr

That this meeting now be adjourned at 1:00 p.m.

**CARRIED**

**Mayor Smith-Windsor**

**CAO Michele Bonneau**