



Resort Village of Elk Ridge
Meeting Minutes
Regular Meeting April 22, 2026 - 09:00 AM

Present:

Mayor: Marg Smith-Windsor
Councillors: Russell Schwehr
Jacqueline Archer (11:10 am arrival)
Daniel Levesque
Raymond Wiebe

CAO: Michele Bonneau
Utility Staff: Terri Kowbel-Nesbitt
Russell Nelson

1 Call To Order

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

Resolution No: 2026-051

2 Approval of Agenda

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

That the agenda for this meeting be approved as amended.

6.6 Response to Estates Proposal Regarding Zoning Bylaw

CARRIED

3 Delegations

Resolution No:
2026-052

3.1 Associated Engineering - Joshua Yohnke - 9:00 am

Moved By: Councillor Raymond Wiebe
Seconded By: Councillor Daniel Levesque

That Associated Engineering Report regarding the WTP Upgrade be approved as presented by Joshua Yohnke and Andrew Bueckert.

- drilling (week)
- generator to be replaced and located on reservoir
- transition to new generator will be the first task
- if we wanted to pre-order the generator - need to have a separate tender
- 95% detailed design - June 18, 2026

CARRIED

3.2 Zoning Bylaw - Tim Steuart (Crosby Hanna) - 10:00 am

- Planning and Development Act is very specific what can be included in a Zoning Bylaw
- Zoning Bylaw - specifies land use, not building design
- Zoning Bylaw - can be appealed to the Development Appeals Board
- Roof pitch - architectural detail
- Fire pit construction can be included - in Bylaw 2024-010
- Grinder pump - is specified in section 30 of Bylaw 2024-007
- Hanna Crosby could be engaged to conduct zoning bylaw reviews on new developments

4 Declaration of Conflict of Interest

Resolution No:
2026-053

5 Adoption of Minutes

Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Raymond Wiebe

That the minutes of the March 19, 2026 Regular Council Meeting be adopted as amended.

16.1.3 That Council accept Beckie's recommendation to accept Hayter Drilling for the observation well, rehabilitation work on PW6-2011 and PW7-2014, installation of a 75 mm stainless steel liner into PW7-2014 and conducting a 24 hour continuous pumping test on PW6-2011 or PW7-2014 at a constant rate of ± 8.0 litres per second.

CARRIED

6 Business Arising from Minutes

Resolution No:
2026-054

6.1 Policy HR-001 - Bereavement Leave Policy
Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Jacqueline Archer

That Council table HR-001 Bereavement Policy to the May Meeting.

- check with Nicole Lerat regarding leave for immediate family.

CARRIED

Resolution No:
2026-055

6.2 Policy HR-002 - Clothing & Boot Allowance
Moved By: Councillor Raymond Wiebe
Seconded By: Councillor Jacqueline Archer

That Policy HR-002 Clothing and Boot Allowance Policy be adopted as amended.

Section 4(a) be amended to read:

i. Permanent employees - up to an amount of \$225.00 every other year.

ii. Seasonal employees - up to an amount of \$112.00 every other year.

CARRIED

Resolution No:
2026-056

6.3 Policy HR-003 - Employee Group Benefits
Moved By: Councillor Russell Schwehr
Seconded By: Councillor Raymond Wiebe

That Policy HR-003 Employee Benefits Policy be adopted.

Changes:

1. Employees currently pay 100% of Life Insurance and Accidental Death & Disability.

2. Employees currently do not have the Short and Long term Disability.

CARRIED

Resolution No:
2026-057

6.4 Policy HR-004 - Fraud
Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Jacqueline Archer

That Policy HR-003 Fraud Policy be adopted.

CARRIED

Resolution No: 2026-058 **6.5** **Policy HR-009 - Named & Statutory Holidays**
Moved By: Councillor Raymond Wiebe
Seconded By: Councillor Daniel Levesque

That Policy HR-009 Named & Statutory Holidays Policy be adopted.

Change:
Addition of Boxing Day

CARRIED

Resolution No: 2026-059 **6.6** **Response to Estates Proposal Regarding Zoning Bylaw**
Moved By: Councillor Jacqueline Archer
Seconded By: Councillor Russell Schwehr

That the Resort Village of Elk Ridge coordinate with the Elk Ridge Estates Condominium Corporation to efficiently process building applications in a timely manner and that fencing regulations, grinder pump regulations, open fire pit construction restrictions and other architectural details not be added to the proposed zoning bylaw.

CARRIED

- 7** **Public Hearings**
- 8** **Public Acknowledgements**
- 9** **New Business**

Resolution No: 2026-060 **9.1** **UMAAS Convention 2026**
Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Jacqueline Archer

That Council authorizes the CAO to attend the UMAAS conference in Saskatoon June 2-5, 2026 at a estimated cost of \$1358.53 (mileage, meals & hotel).

Municipal office will be closed June 2-5, 2026.

CARRIED

- 10** **Motions**
- 11** **Administration Reports**

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| Resolution No:
2026-061 | 11.1 | <p>Utility Report
 Moved By: Councillor Russell Schwehr
 Seconded By: Councillor Raymond Wiebe</p> <p>That the Utility report be accepted as presented.</p> <p>CARRIED</p> |
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| Resolution No:
2026-062 | 11.2 | <p>Administrator Report
 Moved By: Councillor Raymond Wiebe
 Seconded By: Councillor Jacqueline Archer</p> <p>That the Administrator's report be accepted as presented.</p> <p>CARRIED</p> |
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| | 12 | Financial Statements |
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| Resolution No:
2026-063 | 12.1 | <p>Utility Financial Statement
 Moved By: Councillor Raymond Wiebe
 Seconded By: Councillor Jacqueline Archer</p> <p>That the Utility Financial Statement be accepted and filed.</p> <p>CARRIED</p> |
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| Resolution No:
2026-064 | 12.2 | <p>RVER - Statement of Financial Activities
 Moved By: Councillor Raymond Wiebe
 Seconded By: Councillor Daniel Levesque</p> <p>That the Detailed Statement of Financial Activities, Bank Reconciliation and List of Accounts for Approval be accepted and filed.</p> <p>CARRIED</p> |
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| | 13 | Reading of Bylaw(s) |
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| Resolution No:
2026-065 | 13.1 | <p>Bylaw 2026-02 - The Trailer Licensing Fee Bylaw
 Moved By: Mayor Marg Smith-Windsor
 Seconded By: Councillor Russell Schwehr</p> <p>That Council table Trailer Licencing Fee Bylaw to the May Meeting.</p> <p>CARRIED</p> |
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| | 14 | Notice of Motion |
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| | 15 | Inquiries |
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Resolution No: 2026-066 **16** **In Camera**
Moved By: Councillor Jacqueline Archer
Seconded By: Councillor Raymond Wiebe

That Council go in-camera to discuss the operating budget, utility budget, capital budget, SaskTel proposal- Remote Water Meter Readers, Elk Ridge Place road improvement, water treatment plant upgrade shortfall, Water Treatment Plant Upgrade - Generator and Municipal Office Space, at 12:23 pm.

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

CARRIED

Resolution No: 2026-067 **16.1** **Out of Camera**
Moved By: Councillor Russell Schwehr
Seconded By: Councillor Daniel Levesque

That Council reconvenes to the Regular Council Meeting at 3:23 pm.

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

CARRIED

16.2 Budget 2026 (Operating Budget, Utility Budget, Capital Budgets)

Resolution No: 2026-068 **16.2.1** **Operating Budget 2026**
Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Russell Schwehr

That the Operating Budget 2026 be approved as presented based on an increase of the mill rate from 2.4 to 2.5 and a base rate increase of \$50.00.

Overall increase: \$25,553.27

CARRIED

Resolution No: 2026-069 **16.2.2** **Utility Budget 2026**
Moved By: Councillor Raymond Wiebe
Seconded By: Councillor Russell Schwehr

That the Utility Budget be approved as presented.

CARRIED

Resolution No: 2026-070 **16.2.3 Capital Budget**
Moved By: Councillor Jacqueline Archer
Seconded By: Councillor Raymond Wiebe
That Council table the Capital Budget to the May 21, 2026 Meeting.
CARRIED

Resolution No: 2026-071 **16.2.3.1 Remote Meter Readers**
Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Raymond Wiebe
That Council accept the Sasktel Proposal for a remote water meters reading system.
CARRIED

Resolution No: 2026-072 **16.2.3.2 Elk Ridge Place road improvement (Capital budget)**
Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Russell Schwehr
That Council approve a capital expenditure of \$154,000 to pave and contour Elk Ridge Place.

- this will include a culvert installation by lift station 2.
CARRIED

Resolution No: 2026-073 **16.2.3.3 WTP Upgrade**
Moved By: Councillor Jacqueline Archer
Seconded By: Councillor Raymond Wiebe
That Council allocate \$200,000 towards the WTP upgrade from its Reserves.
CARRIED

Resolution No: 2026-074 **16.2.3.4 WTP Upgrade - Generator**
Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Raymond Wiebe
That Council approves the procurement of the WTP Upgrade generator (by tender) in advance of the construction tender.

- the generator replacement is the first task once construction starts - avoid delays by tendering in advance
CARRIED

Resolution No:
2026-075

16.3

Municipal Office Space

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

That Council approve the request to potentially purchase land from the Cottages at Elk Ridge Condominium Corporation on Elk Ridge Place.

CARRIED

17

Information Items/Correspondence

17.1

North Central Lakeland Planning District Commission - March 24, 2026

Resolution No:
2026-076

18

Adjournment

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

That this meeting now be adjourned at 3:30 p.m.

CARRIED

Mayor Smith-Windsor

CAO Michele Bonneau