



Resort Village of Elk Ridge
Meeting Minutes
Regular Meeting May 21, 2026 - 09:00 AM

Present:

Mayor: Marg Smith-Windsor

Councillors: Russell Schwehr
Jacqueline Archer
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 8:58 a.m.

Resolution No:
2026-77

2 Approval of Agenda

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

That the agenda for this meeting be approved as presented.

13.1 Trailer Licensing Fee Bylaw and 13.3 Water and Sewer Utility Bylaw will be discussed in-camera.

CARRIED

3 Adoption of Minutes

Resolution No:
2026-078

3.1 Regular Council Meeting - April 22, 2026

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

That the minutes of the April 22, 2026 Regular Council Meeting be adopted as amended.

9.1, 16 and 16.2.1 needed movers and seconders.

CARRIED

4 Declaration of Conflict of Interest

- 5 **Delegations**
- 6 **Public Hearings**
- 7 **Public Acknowledgements**
- 8 **Business Arising from Minutes**

Resolution No:
2026-079

- 8.1 **Road Improvement - Elk Ridge Place**
Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Jacqueline Archer

That Council approve and authorize the CAO to sign the agreement to engage Associated Engineering to complete the detailed design, tender and engineering for the roadway repairs to Elk Ridge Place. (\$26,400) from the capital budget.

CARRIED

Resolution No:
2026-080

- 8.2 **Bereavement Leave Policy**
Moved By: Councillor Jacqueline Archer
Seconded By: Councillor Raymond Wiebe

That Policy HR-001 Bereavement Leave Policy be adopted.

CARRIED

- 9 **New Business**

- 9.1 **HR Policies**

Resolution No:
2026-081

- 9.1.1 **Grievances Policy HR-005**
Moved By: Councillor Russell Schwehr
Seconded By: Councillor Jacqueline Archer

That Policy HR-005 Grievances Policy be adopted.

CARRIED

Resolution No:
2026-082

- 9.1.2 **Harassment & Discrimination Policy HR-006**
Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Raymond Wiebe

That Policy HR-006 Harassment & Discrimination Policy be adopted.

CARRIED

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| Resolution No:
2026-083 | 9.1.3 | <p>Leave Without Pay Policy HR-007</p> <p>That Policy HR-007 Leave Without Pay Policy be adopted.</p> <p>CARRIED</p> |
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| Resolution No:
2026-084 | 9.1.4 | <p>Municipal Employees Pension Plan HR-008</p> <p>Moved By: Mayor Marg Smith-Windsor</p> <p>Seconded By: Councillor Daniel Levesque</p> <p>That Policy HR-008 Municipal Employees Pension Plan Policy be adopted as amended.
under scope... "mandatory and applies"</p> <p>CARRIED</p> |
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| Resolution No:
2026-085 | 9.1.5 | <p>Nepotism HR-010</p> <p>Moved By: Councillor Russell Schwehr</p> <p>Seconded By: Councillor Daniel Levesque</p> <p>That Policy HR-010 Nepotism Policy be adopted.</p> <p>CARRIED</p> |
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| Resolution No:
2026-086 | 9.1.6 | <p>Pay Days & Timecards Policy HR-012</p> <p>Moved By: Councillor Raymond Wiebe</p> <p>Seconded By: Councillor Russell Schwehr</p> <p>That Policy HR-012 Pay Days & Timecards Policy be adopted.</p> <p>CARRIED</p> |
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| Resolution No:
2026-087 | 9.1.7 | <p>Personal Development Policy HR-014</p> <p>Moved By: Councillor Jacqueline Archer</p> <p>Seconded By: Councillor Daniel Levesque</p> <p>That Policy HR-014 Personal Development Policy be adopted.</p> <p>CARRIED</p> |
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| | 10 | Motions |
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| | 11 | Administration Reports |
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| Resolution No:
2026-088 | 11.1 | <p>Utility Report
 Moved By: Councillor Raymond Wiebe
 Seconded By: Councillor Daniel Levesque</p> <p>That the Utility Report be accepted and filed.</p> <p>- Council would like to receive data on water quality and production.</p> <p>CARRIED</p> |
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| Resolution No:
2026-089 | 11.2 | <p>Administrator Report
 Moved By: Councillor Jacqueline Archer
 Seconded By: Councillor Daniel Levesque</p> <p>That the Administrators Report be accepted and filed.</p> <p>CARRIED</p> |
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| Resolution No:
2026-090 | 11.2.1 | <p>Department of Highways - Sightlines
 Moved By: Councillor Jacqueline Archer
 Seconded By: Councillor Russell Schwehr</p> <p>That Council does not support the extensive clearing of forest to establish sight lines and request more detail.</p> <p>- follow up on establishing a turning lane and speed reduction signs</p> <p>CARRIED</p> |
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| Resolution No:
2026-091 | 11.3 | <p>Associated Engineering - Joshua Yohnke
 Moved By: Councillor Jacqueline Archer
 Seconded By: Councillor Russell Schwehr</p> <p>That Associated Engineering's Report presented by Joshua Yohnke be accepted and filed.</p> <p>- detailed plan - WTP - July
 - Greensand filters - 32 week supply chain delay
 - no advantage of purchasing generator early
 - well improvement - fall 2026</p> <p>CARRIED</p> |
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| | 12 | <p>Financial Statements</p> |
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- Resolution No:** 2026-092 **12.1 Utility Financial Statement**
Moved By: Councillor Jacqueline Archer
Seconded By: Councillor Russell Schwehr
That the Utility Financial Statement be accepted and filed.
CARRIED
- Resolution No:** 2026-093 **12.2 RVER - Statement of Financial Activities**
Moved By: Councillor Daniel Levesque
Seconded By: Councillor Raymond Wiebe
That the Detailed Statement of Financial Activities, Bank Reconciliation and List of Accounts for Approval be accepted and filed.
CARRIED
- 13 Reading of Bylaw(s)**
- Resolution No:** 2026-094 **13.1 Bylaw 2026-02 - Permit Fees for Recreation Vehicle Parks**
Moved By: Councillor Russell Schwehr
Seconded By: Councillor Raymond Wiebe
That Bylaw No. 2026-02 Permit fees for Recreation Vehicle Parks be introduced and read a first time.
- fire service \$150 (increase of \$50)
- site service \$300 (increase of \$50)
CARRIED
- Resolution No:** 2026-095 **13.1.1 Bylaw 2026-02 Permit Fees for Recreation Vehicle Parks - Second Reading**
Moved By: Councillor Raymond Wiebe
Seconded By: Mayor Marg Smith-Windsor
That Bylaw No. 2026-02 Permit Fees for Recreation Vehicle Parks be now read a second time.
CARRIED
- Resolution No:** 2026-096 **13.1.2 Bylaw 2026-02 - Permit Fees for Recreation Vehicle Parks - Leave granted for third reading**
Moved By: Councillor Russell Schwehr
Seconded By: Councillor Daniel Levesque
That leave be granted for third reading of Bylaw 2026-02 Permit Fees for Recreation Vehicle Parks.
CARRIED

Resolution No: 2026-097 **13.1.3 Bylaw 2026-02 - Permit for Recreation Vehicle Parks - Third Reading**
Moved By: Councillor Raymond Wiebe
Seconded By: Councillor Russell Schwehr

That Bylaw 2026-02 Permit Fees for Recreation Vehicle Parks be now read a third time and adopted.

CARRIED

Resolution No: 2026-098 **13.2 Bylaw 2026-03 Mill Rate and Base Tax**
Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Raymond Wiebe

That Bylaw No. 2026-03 Mill Rate and Base Rate Bylaw be introduced and read a first time.

CARRIED

Resolution No: 2026-099 **13.2.1 Bylaw 2026-03 Mill Rate and Base Tax - Second Reading**
Moved By: Councillor Russell Schwehr
Seconded By: Councillor Raymond Wiebe

That Bylaw No.2026-03 Mill Rate and Base Tax Bylaw be now read a second time.

CARRIED

Resolution No: 2026-100 **13.2.2 Bylaw 2026-03 Mill Rate and Base Tax - Leave Granted for Third Reading**
Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Jacqueline Archer

That leave be granted for third reading of Bylaw 2026-03 Mill Rate and Base Tax Bylaw.

CARRIED

Resolution No: 2026-101 **13.2.3 Bylaw 2026-03 Mill Rate and Base Tax - Third Reading**
Moved By: Councillor Raymond Wiebe
Seconded By: Councillor Daniel Levesque

That Bylaw 2026-03 Mill Rate and Base Tax Bylaw be now read a third time and adopted.

CARRIED

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| Resolution No:
2026-102 | 13.3 | <p>Bylaw 2026-04 - Water and Sewer Utility Bylaw
 Moved By: Councillor Raymond Wiebe
 Seconded By: Councillor Daniel Levesque</p> <p>That Bylaw No.2026-04 Sewer and Water Fees Bylaw be introduced and read a first time.</p> <p>CARRIED</p> |
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| Resolution No:
2026-103 | 13.3.1 | <p>Bylaw 2026-04 - Water and Sewer Utility Bylaw - Second Reading</p> <p>That Bylaw No.2026-04 Water and Sewer Fees Bylaw be now read a second time.</p> <p>CARRIED</p> |
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| Resolution No:
2026-104 | 13.3.2 | <p>Bylaw 2026-04 - Water and Sewer Utility Bylaw - Leave Granted for Third Reading
 Moved By: Mayor Marg Smith-Windsor
 Seconded By: Councillor Russell Schwehr</p> <p>That leave be granted for third reading of Bylaw 2026-04 Water and Sewer Fees Bylaw.</p> <p>CARRIED</p> |
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| Resolution No:
2026-105 | 13.3.3 | <p>Bylaw 2026-04 - Water and Sewer Utility Bylaw - Third Reading
 Moved By: Councillor Raymond Wiebe
 Seconded By: Councillor Daniel Levesque</p> <p>That Bylaw 2026-04 Water and Sewer Fees Bylaw be now read a third time and adopted.</p> <p>CARRIED</p> |
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| | 14 | Notice of Motion |
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| | 15 | Inquiries |
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| | 16 | In Camera |
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Resolution No: 2026-106 **16.1 In-camera**
Moved By: Councillor Jacqueline Archer
Seconded By: Councillor Daniel Levesque

That Council go in-camera to discuss Captial Budget/Funding Strategy, Staffing, Permit Fees for Recreation Parks, and Water and Sewer Bylaw. at 10:56 am.

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

CARRIED

Resolution No: 2026-107 **16.2 Out of Camera**
Moved By: Councillor Jacqueline Archer
Seconded By: Councillor Raymond Wiebe

That Council reconvenes to the Regular Council Meeting at 11:56 am.

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

CARRIED

Resolution No: 2026-108 **16.3 Capital Budget/Funding Strategy**
Moved By: Mayor Marg Smith-Windsor
Seconded By: Councillor Raymond Wiebe

That Council approves the Capital Budget as presented.

Highlights: Municipal Office \$60,000; Elk Ridge Place Road paving \$226,000; Water Treatment Plant Upgrade \$200,000; and Community Pathway \$5,000

Public Works: Remote meter readers: \$65,000; Distribution Pump \$30,000; Water meters \$7,000; and Water Treatment Plant Upgrade \$200,000

CARRIED

Resolution No:
2026-109

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

That Council approves the hiring of a Public Works Assistant job description and post the position immediately.

This position will work closely with Russell Nelson approximately 25 hrs/week.

CARRIED

17 Information Items/Correspondence

17.1 PANP Nearest Neighbors Annual Meeting

Resolution No:
2026-110

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

That this meeting now be adjourned at 12:10 p.m.

CARRIED

Mayor Smith-Windsor

CAO Michele Bonneau